

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**  
Place du Portage, Phase III  
Core 0A1/Noyau 0A1  
11 Laurier St./11, rue Laurier  
Gatineau  
Québec  
K1A 0S5  
Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> TBIPS - 1-A.1, 9-A.2, 1-P.5 & 1-P.9	
<b>Solicitation No. - N° de l'invitation</b> G9067-130004/A	<b>Date</b> 2014-05-02
<b>Client Reference No. - N° de référence du client</b> G9067-130004	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$XN-110-27590	
<b>File No. - N° de dossier</b> 110xn.G9067-130004	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2014-05-26</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Thauvette, Maxime	<b>Buyer Id - Id de l'acheteur</b> 110xn
<b>Telephone No. - N° de téléphone</b> (819) 953-2207 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA PDP PHASE IV 2ND FL. 140 PROMENADE DU PORTAGE GATINEAU Quebec K1A0J9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Miscellaneous Special Projects Division (XN)/Division des  
projets spéciaux divers (XN)  
Canadian Building  
219 Laurier Ave. West, 13th Floor  
Room 13077  
Ottawa  
Ontario  
K1A 0S5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation No. - N° de l'invitation

**G9067-130004/A**

Client Ref. No. - N° de réf. du client

G9067-130004

Amd. No. - N° de la modif.

File No. - N° du dossier

110xnG9067-130004

Buyer ID - Id de l'acheteur

**110xn**

CCC No./N° CCC - FMS No/ N° VME

---

**See attached.**

## **TABLE OF CONTENTS**

### **PART 1 – GENERAL INFORMATION**

- 1.1 INTRODUCTION
- 1.2 SUMMARY
- 1.3 DEBRIEFINGS

### **PART 2 – BIDDER INSTRUCTIONS**

- 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS
- 2.2 SUBMISSION OF BIDS
- 2.3 FORMER PUBLIC SERVANT
- 2.4 ENQUIRIES – BID SOLICITATION
- 2.5 APPLICABLE LAWS
- 2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD
- 2.7 BASIS FOR CANADA'S OWNERSHIP OF THE INTELLECTUAL PROPERTY (IP)

### **PART 3 – BID PREPARATION INSTRUCTIONS**

- 3.1 BID PREPARATION INSTRUCTIONS
- 3.2 SECTION I : TECHNICAL BID
- 3.3 SECTION II : FINANCIAL BID
- 3.4 SECTION III : CERTIFICATIONS

### **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION**

- 4.1 EVALUATION PROCEDURES
- 4.2 TECHNICAL EVALUATION
- 4.3 FINANCIAL EVALUATION
- 4.4 BASIS OF SELECTION

### **PART 5 – CERTIFICATIONS**

- 5.1 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION
- 5.2 PROFESSIONAL SERVICES RESOURCES
- 5.3 CERTIFICATION OF LANGUAGE

### **PART 6 – SECURITY REQUIREMENT**

- 6.1 SECURITY REQUIREMENT

### **PART 7 – RESULTING CONTRACT CLAUSES**

- 7.1 REQUIREMENT
- 7.2 STANDARD CLAUSES AND CONDITIONS
- 7.3 SECURITY REQUIREMENT
- 7.4 CONTRACT PERIOD
- 7.5 AUTHORITIES

- 7.6 PAYMENT
- 7.7 INVOICING INSTRUCTIONS
- 7.8 CERTIFICATIONS
- 7.9 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY CONTRACTOR
- 7.10 APPLICABLE LAWS
- 7.11 PRIORITY OF DOCUMENTS
- 7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)
- 7.13 FOREIGN NATIONALS (FOREIGN CONTRACTOR)
- 7.14 INSURANCE REQUIREMENTS
- 7.15 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY
- 7.16 JOINT VENTURE
- 7.17 PROFESSIONAL SERVICES – GENERAL
- 7.18 SAFEGUARDING ELECTRONIC MEDIA
- 7.19 REPRESENTATIONS AND WARRANTIES
- 7.20 ACCESS TO CANADA'S PROPERTY AND FACILITIES
- 7.21 TRANSITION SERVICES AT END OF CONTRACT PERIOD
- 7.22 IDENTIFICATION PROTOCOL RESPONSIBILITIES

**List of Annexes to the Resulting Contract:**

- Annex A - Statement of Work
- Annex B - Basis of Payment
- Annex C - Security Requirements Check List (SRCL)

**List of Attachments to Part 3 (Bid Preparation Instructions):**

- Attachment 3.1: Bidder's Pricing Table
- Attachment 3.2: TBIPS Bid Submission Form

**List of Attachments to Part 4 (Evaluation Procedures and Basis of Selection):**

- Attachment 4.1: Bid Evaluation Criteria

## **PART 1 – GENERAL INFORMATION**

### **1.1 INTRODUCTION**

This document states terms and conditions that apply to bid solicitation #G9067-130004/A. It is divided into seven parts plus annexes and, attachments as follows:

**Part 1 General Information:** provides a general description of the requirement;

**Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation and states that the Bidder agrees to be bound by the clauses and conditions contained in all parts of the bid solicitation;

**Part 3 Bid Preparation Instructions:** provides bidders with instructions on how to prepare their bid;

**Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, if applicable, and the basis of selection;

**Part 5 Certifications:** includes the certifications to be provided;

**Part 6 Security Requirements:** includes specific requirements that must be addressed by bidders; and

**Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The annexes include the Statement of Work, the Basis of Payment, the Security Requirements Check List, the Bid Evaluation Criteria, the Bid Submission Form, and any other annexes.

### **1.2 SUMMARY**

- a. This bid solicitation is being issued to satisfy the requirement of Employment and Social Development Canada for Task-Based Informatics Professional Services (TBIPS) under the TBIPS Supply Arrangement (SA) method of supply.
- b. It is intended to result in the award of up to eleven (11) contracts each for one (1) year, plus one (1) six-months irrevocable option allowing Canada to extend the term of the contract(s)
- c. There is a security requirement associated with this requirement. For additional information, see Part 6 – Security Requirements, and Part 7 – Resulting Contract Clauses. Bidders should consult the "[Security Requirements on PWGSC Bid Solicitations – Instructions for Bidders](#)" document on the Departmental Standard Procurement Documents (<http://ssi-iss.tpsgc-pwgsc.gc.ca>) Website.
- d. The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement (CCFTA), the Agreement on Internal Trade (AIT), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Columbia Free Trade Agreement (CCoIFTA), and the Canada-Panama Free Trade Agreement (CPanFTA) if it is in force.
- e. The TBIPS Supply Arrangement EN578-055605/E is incorporated by reference and forms part of this bid solicitation, as though expressly set out in it, subject to any express terms and conditions contained in this bid solicitation. The capitalized terms not defined in this bid solicitation have the meaning given to them in the TBIPS SA.
- f. Only TBIPS SA Holders currently holding a TBIPS SA for Tier 2 in the National Capital Region under the EN578-055605/E series of SAs are invited to compete.
- g. Any joint venture must be already qualified under the SA #EN578-055605/E as that joint venture at the time of bid closing in order to submit a bid.

- h. The Resource Categories described below are required on an as and when requested basis in accordance Annex "A" of the TBIPS RFSA:

<b>Resource Category</b>	<b>Level of Expertise</b>	<b>Estimated Number of Resources Required</b>
A.1 Application/Software Architect – PeopleSoft	3	1
A.2 ERP Functional Analyst - Absence Management	3	1
A.2 ERP Functional Analyst – Reporting	2	1
A.2 ERP Functional Analyst – Functional Advisor	3	1
A.2 ERP Functional Analyst – Classification	2	1
A.2 ERP Functional Analyst – Generalist	2	2
A.2 ERP Functional Analyst – GCPI	3	1
A.2 ERP Functional Analyst – Talent Management	2	1
A.2 ERP Functional Analyst – Conversion/DQ Lead	3	1
P.5 Project Executive	3	1
P.9 Project Manager – ERP PeopleSoft	3	1

### 1.3 DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be provided in writing, by telephone or in person.

## PART 2 – BIDDER INSTRUCTIONS

### 2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS

- a. All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada (PWGSC).
- b. Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contracts.
- c. The 2003 (2014-03-01) Standard Instructions – Goods or Services – Competitive Requirements are incorporated by reference into and form part of the bid solicitation, with the following modifications: with Subsection 5.4 amended by deleting “sixty (60) days” and inserting “180 days”. If there is a conflict between the provisions of 2003 and this document, this document prevails.

The text under subsections 4 and 5 of Section 01 – Code of Conduct and Certifications of 2003 referenced above is replaced by:

4. Bidders who are incorporated or who are a sole proprietorship, including those bidding as a joint venture, have already provided a list of names of all individuals who are directors of the Bidder, or the name of the owner, at the time of submitting an arrangement under the Request for Supply Arrangement (RFSA). These bidders must diligently maintain this list up-to-date by informing Canada in writing of any change occurring during the validity period of the bid as well as during the period of any contract arising from this bid solicitation.
5. Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (*Consent to a Criminal Record Verification form - PWGSC-TPSGC 229*) for any or all individuals aforementioned list within a specified time period. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive.

### 2.2 SUBMISSION OF BIDS

- a. Bids must be submitted only to Public Works and Government Services Canada Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.
- b. Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to Public Works and Government Services Canada will not be accepted.

### 2.3 FORMER PUBLIC SERVANT

#### a. Information Required

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.

#### b. Definitions

For the purposes of this clause, “former public servant” is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

an individual;  
 an individual who has incorporated;  
 a partnership made of former public servants; or  
 a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

**c. Former Public Servant in Receipt of a Pension**

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

name of former public servant;

date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental web sites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

**d. Work Force Adjustment Directive**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## 2.4 ENQUIRIES – BID SOLICITATION

- a. All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.
- b. Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a "proprietary" nature must be clearly marked "proprietary" at each relevant item. Items identified as proprietary will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

## 2.5 APPLICABLE LAWS

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

**Note to Bidders:** *A bidder may, at its discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of its bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of its choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidder. Bidders are requested to indicate the Canadian province or territory they wish to apply to any resulting contract in their bid submission.*

## 2.6 IMPROVEMENT OF REQUIREMENT DURING SOLICITATION PERIOD

If bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reasons for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority in accordance with the article entitled "Enquiries – Bid Solicitation". Canada will have the right to accept or reject any or all suggestions.

## 2.7 BASIS FOR CANADA'S OWNERSHIP OF THE INTELLECTUAL PROPERTY (IP)

Canada has determined that any intellectual property arising from the performance of the Work under any resulting Contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

## PART 3 – BID PREPARATION INSTRUCTIONS

### 3.1 BID PREPARATION INSTRUCTIONS

- a. **Copies of Bid:** Canada requests that bidders provide their bid in separately bound sections as follows :

- i. Section I: Technical Bid (4 hard copies and 2 soft copies on CD)
- ii. Section II: Financial Bid (1 hard copy and 1 soft copy on CD)
- iii. Section III: Certifications not included in the Technical Bid (1 hard copies and 1 soft copy on CD)

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

- b. **Format for Bid:** Canada requests that bidders follow the format instructions described below in the preparation of their bid :

- i. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- ii. use a numbering system that corresponds to the bid solicitation;
- iii. include a title page at the front of each volume of the bid that includes the title, date, bid solicitation number, bidder's name and address and contact information of its representative; and
- iv. Include a table of contents.

- c. **Canada's Policy on Green Procurement:** The policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process See the [Policy on Green Procurement \(http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html). To assist Canada in reaching its objectives, bidders are encouraged to :

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

- d. **Joint Venture Experience:**

Except where expressly provided otherwise, at least one member of a joint venture Bidder must meet any given mandatory requirement of this bid solicitation. Joint venture members cannot pool their abilities to satisfy any single mandatory requirement of this bid solicitation. Wherever substantiation of a mandatory requirement is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the solicitation period.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance services, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these

two requirements can be met by a different member of the joint venture. However, for a single requirement, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

### 3.2 SECTION I: TECHNICAL BID

The technical bid consists of the following:

- i. **Bid Submission Form:** Bidders are requested to include the Bid Submission Form – Attachment 3.2 with their bids. It provides a common form in which bidders can provide information required for evaluation and contract award, such as a contact name, the Bidder's Procurement Business Number, the Bidder's status under the Federal Contractors Program for Employment Equity, etc. Using the form to provide this information is not mandatory, but it is recommended. If Canada determines that the information required by the Bid Submission Form is incomplete or requires correction, Canada will provide the Bidder with an opportunity to do so.
- ii. **Security Clearance:** Bidders are requested to submit the following security information for each of the proposed resources with their bids on or before the bid closing date:

SECURITY INFORMATION:

Name of individual as it appears on security clearance application form: \_\_\_\_\_

Level of security clearance obtained: \_\_\_\_\_

Validity period of security clearance obtained: \_\_\_\_\_

Security Screening Certificate and Briefing Form file number : \_\_\_\_\_

Date of birth: \_\_\_\_\_

If the Bidder has not included the security information in its bid, the Contracting Authority will provide the Bidder with an opportunity to submit the security information during the evaluation period. If the Bidder has not submitted the security information within the period set by the Contracting Authority, its bid will be declared non-responsive.

- iii. **Substantiation of Technical Compliance:**  
The technical bid must substantiate the compliance with the specific articles of Attachment 4.1, which is the requested format for providing the substantiation. The substantiation must not simply be a repetition of the requirement(s), but must explain and demonstrate how the Bidder will meet the requirements and carry out the required Work. Simply stating that the Bidder or its proposed solution or product complies is not sufficient. Where Canada determines that the substantiation is not complete, the Bidder will be considered non-responsive and disqualified. The substantiation may refer to additional documentation submitted with the bid - this information can be referenced in the "Bidder's Response" column of Attachment 4.1, where Bidders are requested to indicate where in the bid the reference material can be found, including the title of the document, and the page and paragraph numbers; where the reference is not sufficiently precise, Canada may request that the Bidder direct Canada to the appropriate location in the documentation.
- iv. **For Previous Similar Projects:** Where the bid must include a description of previous similar projects: (i) a project must have been completed by the Bidder itself (and cannot include the experience of any proposed subcontractor or any affiliate of the Bidder); (ii) a project must have been completed by the bid closing date; (iii) each project description must include, at minimum, the name and either the telephone number or e-mail address of a customer reference; and (iv) if more similar projects are provided than requested, Canada will decide in its discretion which projects will be evaluated. A project will be

considered “similar” to the Work to be performed under any resulting contract if the project was for the performance of work that closely matches the descriptions of the Resource Categories identified in Annex A. Work will be considered to “closely match” if the work in the provided project is described in at least 50% of the points of responsibility listed in the description of the given Resource Category.

- v. **For Proposed Resources:** The technical bid must include résumés for the resources as identified in Attachment 4.1. The same individual must not be proposed for more than one Resource Category. The Technical bid must demonstrate that each proposed individual meets the qualification requirements described (including any educational requirements, work experience requirements, and professional designation or membership requirements). With respect to the proposed resources:
- A. Proposed resources may be employees of the Bidder or employees of a subcontractor, or these individuals may be independent contractors to whom the Bidder would subcontract a portion of the Work
  - B. For educational requirements for a particular degree, designation or certificate, Canada will only consider educational programmes that were successfully completed by the resource by the time of bid closing.
  - C. For requirements relating to professional designation or membership, the resource must have the required designation or membership by the time of bid closing and must continue, where applicable, to be a member in good standing of the profession or membership throughout the evaluation period and contract period. Where the designation or membership must be demonstrated through a certification, diploma or degree, such document must be current, valid and issued by the entity specified in this solicitation. If the entity is not specified, the issuer must be an accredited or otherwise recognized body, institution or entity.
  - D. For work experience, Canada will not consider experience gained as part of an educational programme, except for experience gained through a formal cooperative programme at a post-secondary institution.
  - A. For any requirements that specify a particular time period (e.g., 2 years) of work experience, Canada will disregard any information about experience if the technical bid does not include the relevant dates (month and year) for the experience claimed (i.e., the start date and end date). Canada will evaluate only the duration that the resource actually worked on a project or projects (from his or her start date to end date), instead of the overall start and end date of a project or a combination of projects in which a resource has participated.
  - B. For work experience to be considered by Canada, the technical bid must not simply indicate the title of the individual’s position, but must demonstrate that the resource has the required work experience by explaining the responsibilities and work performed by the individual while in that position. In situations in which a proposed resource worked at the same time on more than one project, the duration of any overlapping time period will be counted only once toward any requirements that relate to the individual’s length of experience
- vi. **Customer Reference Contact Information:** The Bidder must provide customer references who must each confirm, if requested by Canada, the facts identified in the Bidder’s bid, as required by Attachment 4.1. For each customer reference, the Bidder must, at a minimum, provide the name, the telephone number and e-mail address for a contact person. Bidders are also requested to include the title of the contact person. If there is a conflict between the information provided by the customer

reference and the bid, the information provided by the customer reference will be evaluated instead of the information in the bid. If the named individual is unavailable when required during the evaluation period, the Bidder may provide the name and contact information of an alternate contact from the same customer.

### 3.3 SECTION II: FINANCIAL BID

- a. **Pricing:** Bidders must submit their financial bid in accordance with the Basis of Payment provided in Annex B of this bid solicitation. The total amount of Applicable Taxes must be shown separately, if applicable. Unless otherwise indicated, Bidders must include a single, firm, all-inclusive per diem rate in Canadian dollars in each cell requiring an entry in the pricing tables.
- b. **All Costs to be Included:** The financial bid must include all costs for the requirement described in the bid solicitation for the entire Contract Period, including any option periods. The identification of all necessary equipment, software, peripherals, cabling and components required to meet the requirements of the bid solicitation and the associated costs of these items is the sole responsibility of the Bidder.
- c. **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No Bidder will be permitted to add or change a price as part of this confirmation. Any Bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

### 3.4 SECTION III: CERTIFICATIONS

Bidders must submit the certifications required under Part 5 that have not been included in the Technical Bid.

## PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 EVALUATION PROCEDURES

- a. Bids will be evaluated in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that Canada has proceeded to a later step does not mean that Canada has conclusively determined that the Bidder has successfully passed all the previous steps. Canada may conduct steps of the evaluation in parallel.
- b. An evaluation team composed of representatives of Canada will evaluate the bids on behalf of Canada. Canada may hire any independent consultant, or use any Government resources, to evaluate any bid. Not all members of the evaluation team will necessarily participate in all aspects of the evaluation.
- c. In addition to any other time periods established in the bid solicitation :
  - i. **Requests for Clarifications** : If Canada seeks clarification or verification from the Bidder about its bid, the Bidder will have two (2) working days (or a longer period if specified in writing by the Contracting Authority) to provide the necessary information to Canada. Failure to meet this deadline will result in the bid being declared non-responsive.
  - ii. **Requests for Interviews**: If Canada wishes to interview the Bidder and/or any or all of the resources proposed by the Bidder to fulfill the requirements of the bid solicitation, the Bidder will have five (5) working days following notice by the Contracting Authority to make any necessary arrangements (at the Bidder's sole cost) for the interview to take place at a location specified by Canada.
  - iii. **Requests for Further Information**: If Canada requires additional information in order to do any of the following pursuant to the Section entitled "Conduct of Evaluation" in 2003, Standard Instructions - Goods or Services - Competitive Requirements:
    - A. verify any or all information provided by the Bidder in its bid; or
    - B. contact any or all references supplied by the Bidder (e.g., references named in the résumés of individual resources) to verify and validate any information submitted by the Bidder,The Bidder must provide the information requested by Canada within two (2) working days of a request by the Contracting Authority.
  - iv. **Extension of Time**: If additional time is required by the Bidder, the Contracting Authority may grant an extension in his or her sole discretion.

### 4.2 TECHNICAL EVALUATION

***A separate technical evaluation will be conducted for each Resource Category.***

- a. **Mandatory Technical Criteria** :

Each bid will be reviewed to determine whether it meets the mandatory requirements of the bid solicitation. Any element of the bid solicitation that is identified specifically with the words "must" or "mandatory" is a mandatory requirement. Bids that do not comply with each and every mandatory requirement will be considered non-responsive and be disqualified. The Mandatory evaluation criteria are described in Attachment 4.1 - Bid Evaluation Criteria.
- b. **Point-Rated Technical Criteria**:

Each bid will be rated by assigning a score to the rated requirements, which are identified in the bid solicitation by the word "rated" or by reference to a score. Bidders who fail to submit complete bids with all the information requested by this bid solicitation will be rated accordingly. The rated requirements are described in Attachment 4.1 - Bid Evaluation Criteria.

A Bid will be considered non-compliant and will be disqualified if the proposed resource does not obtain the required minimum score of **70%**.

**c. Reference Checks :**

- i. If a reference check is performed, Canada will conduct the reference check in writing by e-mail. Canada will send all email reference check requests to contacts supplied by all the Bidders within a 48-hour period using the email address provided in the bid. Canada will not award any points unless the response is received within 5 working days of the date that Canada's email was sent.
- ii. On the third working day after sending out the reference check request, if Canada has not received a response, Canada will notify the Bidder by email, to allow the Bidder to contact its reference directly to ensure that it responds to Canada within 5 working days. If the individual named by a Bidder is unavailable when required during the evaluation period, the Bidder may provide the name and email address of an alternate contact person from the same customer. Bidders will only be provided with this opportunity once for each customer, and only if the originally named individual is unavailable to respond (i.e., the Bidder will not be provided with an opportunity to submit the name of an alternate contact person if the original contact person indicates that he or she is unwilling or unable to respond). The 5 working days will not be extended to provide additional time for the new contact to respond.
- iii. Wherever information provided by a reference differs from the information supplied by the Bidder, the information supplied by the reference will be the information evaluated.
- iv. Points will not be allocated and/or a bidder will not meet the mandatory experience requirement (as applicable) if (1) the reference customer states he or she is unable or unwilling to provide the information requested, or (2) the customer reference is not a customer of the Bidder itself (for example, the customer cannot be the customer of an affiliate of the Bidder instead of being a customer of the Bidder itself). Nor will points be allocated or a mandatory met if the customer is itself an affiliate or other entity that does not deal at arm's length with the Bidder.

Whether or not to conduct reference checks is discretionary. However, if Canada chooses to conduct reference checks for any given rated or mandatory requirement, it will check the references for that requirement for all bidders to be recommended for contract award.

#### **4.3 FINANCIAL EVALUATION**

- (a) Unless otherwise specified in the RFP, the financial evaluation will be conducted by calculating the Bidder's Total Proposed Price using the *Attachment 3.1: Bidder's Pricing Table* completed by the Bidders. The Bidder must input, in cells highlighted in yellow, the firm and all inclusive per diem rates for the Categories of Personnel being proposed in accordance with the bid solicitation, which include an initial contract period and option period.

Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

**(b) Mandatory Financial Criteria**

- (i) **Formulae in Pricing Tables**

If the pricing tables provided to Bidders include any formulae, Canada may re-input the prices provided by Bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a Bidder.

(ii) **Substantiation of Professional Services Rates**

In Canada's experience, Bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bid, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a. documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm's length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer's name and personal information on the invoice submitted to Canada);
- b. a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c. a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d. details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.

Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate bid is more than **20%** higher or lower than the median price bid by compliant Bidders for the first year of the resulting contract for the relevant resource(s).

#### **4.4 BASIS OF SELECTION**

- 1) A bid must comply with the requirements of the bid solicitation and meet all mandatory criteria to be declared responsive.
- 2) In this Bid Solicitation, the "*Highest Compliant Combined Rating of Technical Merit and Price*" will be used for Bid Selection.

- 3) In this method, Bidder's Total Proposed Price is given a weighted value – **Price Points**. Bidder's Total Technical Rated Points is weighted to **Technical Points**. The **Total Points** for a bid is the sum of the Price Points and the Technical Points.
- 4) In this Bid Solicitation, 70% and 30% will be awarded to Bidder's Technical Rated Points and Total Proposed Price, respectively.
- 5) The scoring of Bidder's Total Proposed Price is done by giving a full mark (i.e. 30) to the lowest priced compliant proposal with other proposals being given a pro-rated score.
- 6) Technical scores are pro-rated against the total possible score (i.e. 100).
- 7) The winning bid is the one scoring the highest Total Points.
- 8) In case there are multiple bids scoring the same Total Points, the bid with the highest Technical Points will be the Bidder recommended for Contract Award.
- 9) Bidders should note that all contract awards are subject to Canada's internal approvals process, which includes a requirement to approve funding in the amount of any proposed contract. Despite the fact that the Bidder may have been recommended for contract award, a contract will only be awarded if internal approval is granted according to Canada's internal policies. If approval is not granted, no contract will be awarded.

### EXAMPLE

The following Table illustrates an example where the selection of the Bid is determined by 70/30 ratio of the technical score and price, respectively. The lowest priced technically compliant proposal is allocated the maximum points of 30 and other price proposals are pro-rated accordingly. Technical scores are pro-rated against the full mark of 100.

Example of Bid Selection			
Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Total Technical Rated Points	88	82	76
Total Proposed Price	\$60,000	\$55,000	\$50,000
Calculation	Technical Points	Price Points	Total Points
<b>Bidder 1</b>	$88 \times 70 / 100 = 61.6$	$50 \times 30 / 60 = 25.00$	<b>86.60</b>
<b>Bidder 2</b>	$82 \times 70 / 100 = 57.4$	$50 \times 30 / 55 = 27.27$	<b>84.67</b>
<b>Bidder 3</b>	$76 \times 70 / 100 = 53.2$	$50 \times 30 / 50 = 30.00$	<b>83.20</b>
<b>Winning Bidder</b>	<b>Bidder 1</b>		

## **PART 5 – CERTIFICATIONS**

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted in accordance with the articles below.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

### **5.1 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – BID CERTIFICATION**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources and Skills Development Canada \(HRSDC\) - Labour's](#) website

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

### **5.2 PROFESSIONAL SERVICES RESOURCES**

- a. By submitting a bid, the Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives.
- b. By submitting a bid, the Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.
- c. If the Bidder has proposed any individual who is not an employee of the Bidder, by submitting a bid, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### **5.3 CERTIFICATION OF LANGUAGE - *English or Bilingual Essential***

**5.3.1 For every Resource Category except for one (1) of the resources proposed for A.2 ERP Functional Analyst – Generalist:**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in English. The individual(s) proposed must be able to communicate orally and in writing in English without any assistance and with minimal errors.

**5.3.2 For one (1) of the resources proposed for A.2 ERP Functional Analyst – Generalist:**

By submitting a bid, the Bidder certifies that, should it be awarded a contract as result of the bid solicitation, every individual proposed in its bid will be fluent in both official languages of Canada (French and English). The individual(s) proposed must be able to communicate orally and in writing in French and English without any assistance and with minimal errors.

**PART 6 – SECURITY REQUIREMENT****6.1 SECURITY REQUIREMENT**

- a. Before award of a contract, the following conditions must be met :
  - i. the Bidder must hold a valid organization security clearance as indicated in Part 7 – Resulting Contract Clauses;
  - ii. the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 – Resulting Contract Clauses; and
  - iii. the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.
- b. Bidders are reminded to obtain the required security clearance promptly. Any delay in the award of a contract to allow the successful bidder to obtain the required clearance will be at the entire discretion of the Contracting Authority.
- c. For additional information on security requirements, Bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions to Bidders" document on the Departmental Standard Procurement Documents Website.
- d. In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.

## PART 7 – RESULTING CONTRACT CLAUSES

The following clauses apply to and form part of any contract resulting from the bid solicitation.

### 7.1 REQUIREMENT

- a. [ ] (the Contractor) agrees to supply to the Client the services described in the Contract, including the Statement of Work, in accordance with and at the prices set out in the Contract. This includes providing professional services, as and when requested by Canada, to one or more locations to be designated by Canada, excluding any locations in areas subject to any of the Comprehensive Land Claims Agreements.
- b. **Client(s)**: Under the Contract, the "**Client**" is Employment and Social Development Canada (ESDC).
- c. **Reorganization of Client**: The Contractor's obligation to perform the Work will not be affected by (and no additional fees will be payable as a result of) the renaming, reorganization, reconfiguration, or restructuring of any Client. The reorganization, reconfiguration and restructuring of the Client includes the privatization of the Client, its merger with another entity, or its dissolution, where that dissolution is followed by the creation of another entity or entities with mandates similar to the original Client. In connection with any form of reorganization, Canada may designate another department or government body as the Contracting Authority or Project Authority, as required to reflect the new roles and responsibilities associated with the reorganization.
- d. **Defined Terms**: Words and expressions defined in the General Conditions or Supplemental General Conditions and used in the Contract have the meanings given to them in the General Conditions or Supplemental General Conditions. Any reference to an Identified User in the Supply Arrangement is a reference to the Client. Also, any reference to a "deliverable" or "deliverables" includes all documentation outlined in this Contract. A reference to a "local office" of the Contractor means an office having at least one full time employee that is not a shared resource working at that location.

**Location of Services**: Services must be delivered as requested to the locations specified in the Contract, which delivery locations must exclude any area subject to one of the Comprehensive Land Claim Agreements (CLCAs).

### 7.2 STANDARD CLAUSES AND CONDITIONS

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

a. **General Conditions:**

2035 (2014-03-01), General Conditions – Higher Complexity – Services, apply to and form part of the Contract.

The text under Subsection 04 of Section 41 – Code of Conduct and Certifications, of General Conditions 2035 referenced above is replaced by:

During the entire period of the Contract, the Contractor must diligently update, by written notice to the Contracting Authority, the list of names of all individuals who are directors of the Contractor whenever there is a change. As well, whenever requested by Canada, the Contractor must provide the corresponding Consent Forms.

With respect to Section 30 - Termination for Convenience, of General Conditions 2035, unless already present, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract Price.

5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of

(a) the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination, or

(b) the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.

6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.

**b. Supplemental General Conditions:**

The following Supplemental General Conditions:

- i. 4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;

Apply to and form part of the Contract.

### **7.3 SECURITY REQUIREMENT**

The Security Requirement Check List (SRCL and related clauses), as set out under Annex "A" to Part B to the Supply Arrangement, applies to the Contract.

PWGSC FILE #F9067-130004/A Common PS SRCL #6

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor/Offeror MUST NOT remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.

4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  1. Security Requirements Check List and security guide (if applicable), attached at Annex \_\_\_\_\_;
  2. *Industrial Security Manual* (Latest Edition).

#### 7.4 CONTRACT PERIOD

- a. **Contract Period** : The "**Contract Period**" is the entire period of time during which the Contractor is obliged to perform the Work, which includes :
  - i. The "**Initial Contract Period**", which begins on the date the Contract is awarded and ends one (1) year later ; and
  - ii. the period during which the Contract is extended, if Canada chooses to exercise any options set out in the Contract.
- b. **Option to Extend the Contract** :
  - i. The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional six-months period under the same terms and conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions set out in the Basis of Payment.
  - ii. Canada may exercise this option at any time by sending a written notice to the Contractor before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced, for administrative purposes only, through a formal contract amendment.

#### 7.5 AUTHORITIES

##### a. Contracting Authority

The Contracting Authority for the Contract is:

Name:	Maxime Thauvette
Title:	Supply Specialist
Organization:	PWGSC
Address:	140 Promenade du Portage PDP Phase IV Gatineau QC K1A 0J6
Telephone:	819-953-2207
E-mail:	maxime.thauvette@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

##### b. Project Authority

The Project Authority for the Contract is:

Name : [ \_\_\_\_\_ ]  
 Title : [ \_\_\_\_\_ ]  
 Organization : [ \_\_\_\_\_ ]  
 Address : [ \_\_\_\_\_ ]  
 Telephone : [ \_\_\_\_\_ ]

Facsimile : [ \_\_\_\_\_ ]  
 E-mail address : [ \_\_\_\_\_ ]

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

**c. Invoicing Authority**

The Invoicing Authority for the Contract is:

Name : [ \_\_\_\_\_ ]  
 Title : [ \_\_\_\_\_ ]  
 Organization : [ \_\_\_\_\_ ]  
 Address : [ \_\_\_\_\_ ]  
 Telephone : [ \_\_\_\_\_ ]  
 Facsimile : [ \_\_\_\_\_ ]  
 E-mail address : [ \_\_\_\_\_ ]

**d. Delegation of Authority**

The preceding Authorities may delegate their authority through a duly appointed representative within their respective departments. Canada will notify the Contractor of any such delegation.

**e. Contractor's Representative**

The Contractor's Representative for the Contract is:

Name : [ \_\_\_\_\_ ]  
 Title : [ \_\_\_\_\_ ]  
 Organization : [ \_\_\_\_\_ ]  
 Address : [ \_\_\_\_\_ ]  
 Telephone : [ \_\_\_\_\_ ]  
 Facsimile : [ \_\_\_\_\_ ]  
 E-mail address : [ \_\_\_\_\_ ]

**Note to Bidders:** The Contractor's Representative, Invoicing Authority, Project Authority and contact information will be identified at the time of contract award.

**7.6 PAYMENT**

**a. Basis of Payment**

- i. **Professional Services:** For the provision of professional services the Contractor will be paid for actual time worked, in accordance with the firm all-inclusive per diem rates set out in Annex B, Basis of Payment, Applicable Taxes extra. Partial days will be prorated based on actual hours worked based on a 7.5-hour workday

Estimated Cost : [ \$ \_\_\_\_\_ ]

- ii. **Pre-Authorized Travel and Living Expenses:**

**Note to Bidders:** *Either option 1 or option 2, whichever applies (only the resource for category A.2 ERP Functional Analyst – GCPI (level 3) is expected to travel), will be included in any resulting contract.*

**[Option 1]** Canada will reimburse the Contractor for pre-authorized travel and living expenses reasonably and properly incurred in the performance of the Work, in accordance with the clause titled "Travel and Living" of the Supply Arrangement which is also available at:

<http://www.tpsgc-pwgsc.gc.ca/app-acq/spc-cps/rsama-satli-eng.html>

All payments are subject to government audit Estimated Cost : [ \$ \_\_\_\_\_ ]

**[Option 2]** Canada will not pay any travel or living expenses associated with performing the Work.

- iii. **Applicable Taxes :**
- Estimated Cost : [ \$ \_\_\_\_\_ ]
- iv. **Competitive Award:** The Contractor acknowledges that the Contract has been awarded as a result of a competitive process. No additional charges will be allowed to compensate for errors, oversights, misconceptions or underestimates made by the Contractor when bidding for the Contract.
- v. **Professional Services Rates:** In Canada's experience, bidders from time to time propose rates at the time of bidding for one or more Resource Categories that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. This denies Canada of the benefit of the awarded contract. If the Contractor does not respond or refuses to provide an individual with the qualifications described in the Contract (or proposes instead to provide someone from an alternate category at a different rate), whether or not Canada terminates the Contract as a whole, Canada may impose sanctions or take other measures in accordance with the PWGSC Vendor Performance Policy (or equivalent) then in effect, which may include an assessment that results in conditions applied against the Contractor to be fulfilled before doing further business with Canada, or full debarment of the Contractor from bidding on future requirements.
- vi. **Purpose of Estimates:** All estimated costs contained in the Contract are included solely for the administrative purposes of Canada and do not represent a commitment on the part of Canada to purchase services in these amounts. Any commitment to purchase specific amounts or values of services are described elsewhere in the Contract.
- b. **Limitation of Expenditure** Canada 's total liability to the Contractor under the Contract must not exceed the amount set out on page one of the Contract, less any Applicable taxes. With respect to the amount set out on page one of the Contract, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is included, if applicable. Any commitments to purchase specific amounts or values of goods or services are described elsewhere in the Contract.
- i. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceed before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum when:
- A. It is 75 percent committed, or
- B. 4 months before the Contract expiry date, or



Contractor is untrue, whether made knowingly or unknowingly, Canada has the right, under the default provision of the Contract, to terminate the Contract for default.

### **7.9 FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - DEFAULT BY CONTRACTOR**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and HRSDC-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by HRSDC will constitute the Contractor in default as per the terms of the Contract.

### **7.10 APPLICABLE LAWS**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

### **7.11 PRIORITY OF DOCUMENTS**

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

- a. these Articles of Agreement, including any individual SACC clauses incorporated by reference in these Articles of Agreement;
- b. Supplemental general conditions, in the following order :
  - i. 4007 (2010-08-16), Supplemental General Conditions – Canada to Own Intellectual Property Rights in Foreground Information;
- c. General Conditions 2035 (2014-03-01);
- d. Annex A, Statement of Work - Annex A including its Appendices;
- e. Annex B, Basis of Payment;
- f. Annex C, Security Requirements Check List;
- g. Supply Arrangement Number EN578-055605/xxx/EI (the "**Supply Arrangement**")
- h. the Contractor's bid dated [ ] *[insert date of bid]*, as amended [ ] *[insert date(s) of amendment(s) if applicable]*.

### **7.12 FOREIGN NATIONALS (CANADIAN CONTRACTOR)**

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)

**Note to Bidders:** *Either this clause or the one that follows, whichever applies (based on whether the successful bidder is a Canadian Contractor or Foreign Contractor), will be included in any resulting contract.*

### **7.13 FOREIGN NATIONALS (FOREIGN CONTRACTOR)**

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

### **7.14 INSURANCE REQUIREMENTS**

#### **A. Compliance with Insurance Requirements**

1. The Contractor must comply with the insurance requirements specified in this Article. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.
2. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.
3. The Contractor should forward to the Contracting Authority within ten (10) days after the date of award of the Contract a Certificate of Insurance evidencing the insurance coverage. Coverage must be placed with an Insurer licensed to carry out business in Canada and the Certificate of Insurance must confirm that the insurance policy complying with the requirements is in force. If the Certificate of Insurance has not been completed and submitted as requested, the Contracting Authority will so inform the Contractor and provide the Contractor with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within the time period will constitute a default under the General Conditions. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

#### **B. Commercial General Liability Insurance**

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Advertising Injury: While not limited to, the endorsement must include coverage for piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

### **C. Errors and Omissions Liability Insurance**

- 1. The Contractor must obtain Errors and Omissions Liability (a.k.a. Professional Liability) insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature but for not less than \$1,000,000 per loss and in the annual aggregate, inclusive of defence costs.
- 2. If the Professional Liability insurance is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- 3. The following endorsement must be included:

Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.

### **7.15 LIMITATION OF LIABILITY – INFORMATION MANAGEMENT/INFORMATION TECHNOLOGY**

- a. This section applies despite any other provision of the Contract and replaces the section of the general conditions entitled "Liability". Any reference in this section to damages caused by the Contractor also includes damages caused by its employees, as well as its subcontractors, agents, and representatives, and any of their employees. This section applies regardless of whether the claim is based in contract, tort, or another cause of action. The Contractor is not liable to Canada with respect to the performance of or failure to perform the Contract, except as described in this section and in any section of the Contract pre-establishing any liquidated damages. The Contractor is only liable for indirect, special or consequential damages to the extent described in this Article, even if it has been made aware of the potential for those damages.
- b. **First Party Liability :**
  - i. The Contractor is fully liable for all damages to Canada, including indirect, special or consequential damages, caused by the Contractor's performance or failure to perform the Contract that relate to :
    - A. any infringement of intellectual property rights to the extent the Contractor breaches the section of the general conditions entitled "Intellectual Property Infringement and Royalties";
    - B. physical injury, including death.
  - ii. The Contractor is liable for all direct damages affecting real or tangible personal property owned, possessed, or occupied by Canada.
  - iii. Each of the Parties is liable for all direct damages resulting from its breach of confidentiality under the Contract. Each of the Parties is also liable for all indirect, special

or consequential damages in respect of its unauthorized disclosure of the other Party's trade secrets (or trade secrets of a third party provided by one Party to another under the Contract) relating to information technology.

- iv. The Contractor is liable for all direct damages relating to any encumbrance or claim relating to any portion of the Work for which Canada has made any payment. This does not apply to encumbrances or claims relating to intellectual property rights, which are addressed under (i.A) above.
- v. The Contractor is also liable for any other direct damages to Canada caused by the Contractor in any way relating to the Contract, including :
  - A. any breach of the warranty obligations under the Contract, up to the total amount paid by Canada (including any applicable taxes) for the goods and services affected by the breach of warranty; and
  - B. any other direct damages, including all identifiable direct costs to Canada associated with re-procuring the Work from another party if the Contract is terminated either in whole or in part for default, up to an aggregate maximum for this subparagraph (B) of the greater of [.75] times the total estimated cost (meaning the dollar amount shown on the first page of the Contract in the cell titled "Total Estimated Cost" or shown on each call-up, purchase order or other document used to order goods or services under this instrument), or \$1,000,000.00.

In any case, the total liability of the Contractor under paragraph (v) will not exceed the total estimated cost (as defined above) for the Contract or \$1,000,000.00 , whichever is more.

- vi. If Canada's records or data are harmed as a result of the Contractor's negligence or willful act, the Contractor's only liability is, at the Contractor's own expense, to restore Canada's records and data using the most recent backup kept by Canada. Canada is responsible for maintaining an adequate backup of its records and data.

**c. Third Party Claims :**

- i. Regardless of whether a third party makes its claim against Canada or the Contractor, each Party agrees that it is liable for any damages that it causes to any third party in connection with the Contract as set out in a settlement agreement or as finally determined by a court of competent jurisdiction, where the court determines that the Parties are jointly and severally liable or that one Party is solely and directly liable to the third party. The amount of the liability will be the amount set out in the settlement agreement or determined by the court to have been the Party's portion of the damages to the third party. No settlement agreement is binding on a Party unless its authorized representative has approved the agreement in writing.
- ii. If Canada is required, as a result of joint and several liability, to pay a third party in respect of damages caused by the Contractor, the Contractor must reimburse Canada by the amount finally determined by a court of competent jurisdiction to be the Contractor's portion of the damages to the third party. However, despite paragraph (i), with respect to special, indirect, and consequential damages of third parties covered by this Section, the Contractor is only liable for reimbursing Canada for the Contractor's portion of those damages that Canada is required by a court to pay to a third party as a result of joint and several liability that relate to the infringement of a third party's intellectual property rights; physical injury of a third party, including death; damages affecting a third party's real or tangible personal property; liens or encumbrances on any portion of the Work; or breach of confidentiality.
- iii. The Parties are only liable to one another for damages to third parties to the extent described in this paragraph c.

**7.16 JOINT VENTURE**

- a. The Contractor confirms that the name of the joint venture is \_\_\_\_\_ and that it is comprised of the following members:
- b. With respect to the relationship among the members of the joint venture Contractor, each member agrees, represents and warrants (as applicable) that:
  - i. \_\_\_\_\_ has been appointed as the "representative member" of the joint venture Contractor and has fully authority to act as agent for each member regarding all matters relating to the Contract;
  - ii. by giving notice to the representative member, Canada will be considered to have given notice to all the members of the joint venture Contractor; and
  - iii. all payments made by Canada to the representative member will act as a release by all the members.
- c. All the members agree that Canada may terminate the Contract in its discretion if there is a dispute among the members that, in Canada's opinion, affects the performance of the Work in any way.
- d. All the members are jointly and severally or solidarily liable for the performance of the entire Contract.
- e. The Contractor acknowledges that any change in the membership of the joint venture (i.e., a change in the number of members or the substitution of another legal entity for an existing member) constitutes an assignment and is subject to the assignment provisions of the General Conditions.
- f. The Contractor acknowledges that all security and controlled goods requirements in the Contract, if any, apply to each member of the joint venture Contractor.

**Note to Bidders:** *This Article will be deleted if the bidder awarded the contract is not a joint venture. If the contractor is a joint venture, this clause will be completed with information provided in its bid.*

#### **7.17 PROFESSIONAL SERVICES – GENERAL**

- a. The Contractor must provide professional services on request as specified in this contract. All resources provided by the Contractor must meet the qualifications described in the Contract (including those relating to previous experience, professional designation, education, and language proficiency and security clearance) and must be competent to provide the required services by any delivery dates described in the Contract.
- b. If the Contractor fails to deliver any deliverable (excluding delivery of a specific individual) or complete any task described in the Contract on time, in addition to any other rights or remedies available to Canada under the Contract or the law, Canada may notify the Contractor of the deficiency, in which case the Contractor must submit a written plan to the Project Authority within ten working days detailing the actions that the Contractor will undertake to remedy the deficiency. The Contractor must prepare and implement the plan at its own expense.
- c. In General Conditions 2035, the Section titled "Replacement of Specific Individuals" is deleted and the following applies instead:

#### **Replacement of Specific Individuals**

1. If the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:
  - a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
  - b. security information on the proposed replacement as specified by Canada, if applicable.

The replacement must have qualifications and experience that meet or exceed those obtained for the original resource.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
  - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Section titled "Default of the Contractor", or
  - b. assess the information provided under (c) (1) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Project Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in (2) (A) above, or require another replacement in accordance with this subarticle (c).
3. Where an Excusable Delay applies, Canada may require (c) (2) (B) above instead of terminating under the "Excusable Delay" Section. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

#### **7.18 SAFEGUARDING ELECTRONIC MEDIA**

- a. Before using them on Canada's equipment or sending them to Canada, the Contractor must use a regularly updated product to scan electronically all electronic media used to perform the Work for computer viruses and other coding intended to cause malfunctions. The Contractor must notify Canada if any electronic media used for the Work are found to contain computer viruses or other coding intended to cause malfunctions.
- b. If magnetically recorded information or documentation is damaged or lost while in the Contractor's care or at any time before it is delivered to Canada in accordance with the Contract, including accidental erasure, the Contractor must immediately replace it at its own expense.

#### **7.19 REPRESENTATIONS AND WARRANTIES**

The Contractor made statements regarding its own and its proposed resources experience and expertise in its bid that resulted in the award of the Contract. The Contractor represents and warrants that all those statements are true and acknowledges that Canada relied on those statements in awarding the Contract. The Contractor also represents and warrants that it has, and all its resources and subcontractors that perform the Work have, and at all times during the Contract Period they will have, the skills, qualifications, expertise and experience necessary to perform and manage the Work in accordance with the Contract, and that the Contractor (and any resources or subcontractors it uses) has previously performed similar services for other customers.

#### **7.20 ACCESS TO CANADA'S PROPERTY AND FACILITIES**

Canada's property, facilities, equipment, documentation, and personnel are not automatically available to the Contractor. If the Contractor would like access to any of these, it is responsible for making a request to the Project Authority. Unless expressly stated in the Contract, Canada has no obligation to provide any of these to the Contractor. If Canada chooses, in its discretion, to make its property, facilities, equipment, documentation or personnel available to the Contractor to perform the Work, Canada may require an adjustment to the Basis of Payment and additional security requirements may apply.

### **7.21 TRANSITION SERVICES AT END OF CONTRACT PERIOD**

The Contractor agrees that, in the period leading up to the end of the Contract Period and for up to three months afterwards, it will make all reasonable efforts to assist Canada in the transition from the Contract to a new contract with another supplier. The Contractor agrees that there will be no charge for these services.

### **7.22 IDENTIFICATION PROTOCOL RESPONSIBILITIES**

The Contractor will be responsible for ensuring that each of its agents, representatives or subcontractors (hereinafter referred to as Contractor Representatives) complies with the following self-identification requirements:

- a. Contractor Representatives who attend a Government of Canada meeting (whether internal or external to Canada's offices) must identify if an individual is not a permanent employee of the Contractor prior to the commencement of the meeting, to ensure that each meeting participant is aware of the fact that the individual is not a Contractor permanent employee;
- b. During the performance of any Work at a Government of Canada site, each Contractor Representative must be clearly identified at all times as being a Contractor Representative; and
- c. If a Contractor Representative requires the use of the Government of Canada's e-mail system in the performance of the Work, then the individual must clearly identify him or herself as an agent or subcontractor of the Contractor in all electronic mail in the signature block as well as under "Properties." This identification protocol must also be used in all other correspondence, communication, and documentation.
- d. If Canada determines that the Contractor is in breach of any obligation stated in this Article, upon written notice from Canada the Contractor must submit a written action plan describing corrective measures it will implement to eliminate the recurrence of the problem. The Contractor will have five working days to deliver the action plan to the Client and the Contracting Authority, and twenty working days to rectify the underlying problem.
- e. In addition to any other rights it has under the Contract, Canada may terminate the Contract for default if the corrective measures required of the Contractor described above are not met.

# **ANNEX A: STATEMENT OF WORK**

---

**FOR  
EMPLOYMENT AND SOCIAL DEVELOPMENT CANADA'S  
IMPLEMENTATION OF ORACLE PEOPLESOFT HUMAN CAPITAL  
MANAGEMENT – GOVERNMENT OF CANADA STANDARD V9.1**

## 1. REQUIREMENT

Employment and Social Development Canada (ESDC) is currently undertaking a major initiative to replace the human resources management component of the existing Corporate Management System (CMS) (which is an integrated Human Resources and Finance system). The Government of Canada's standard Enterprise Resource Planning (ERP) solution (Oracle PeopleSoft Human Capital Management v9.1) for human resources management, will replace the existing CMS human resources management component.

As such, ESDC has requirements for various resources in different roles (see **Table 1**) for the implementation of the Oracle PeopleSoft Government of Canada Human Resources Management System Version 9.1 (PeopleSoft MY GC HR V9.1) as part of the Human Resource Enterprise Resource Planning (HR ERP) project. The detailed requirements for each specific resource are described in the corresponding Appendixes to Annex A.

**Table 1 Summary of Resource Requirements:**

Resource Type	Level	TBIPS Category	Quantity	Requirements
Application/Software Architect – PeopleSoft	3	A.1	1	Appendix A
ERP Functional Analyst - Absence Management	3	A.2	1	Appendix B
ERP Functional Analyst – Reporting	2	A.2	1	Appendix C
ERP Functional Analyst – Functional Advisor	3	A.2	1	Appendix D
ERP Functional Analyst – Classification	2	A.2	1	Appendix E
ERP Functional Analyst – Generalist	2	A.2	2	Appendix F
ERP Functional Analyst – GCPI	3	A.2	1	Appendix G
ERP Functional Analyst – Talent Management	2	A.2	1	Appendix H
ERP Functional Analyst – Conversion/DQ Lead	3	A.2	1	Appendix I
Project Executive	3	P.5	1	Appendix J
Project Manager – ERP PeopleSoft	3	P.9	1	Appendix K

## 2. BACKGROUND

ESDC employs approximately 25,000 employees in regional and local offices across Canada, including more than 19,000 assigned to Service Canada (the service arm of ESDC). To deliver on its mandate, ESDC provides programs and services to millions of Canadians through 600 service sites across Canada.

My GC HR has been developed using Oracle PeopleSoft™ HCM 9.1. This new standard application is to be utilized by all federal government departments and agencies to manage their human resources. ESDC is one of the first departments adopting this new government standard application.

The implementation of the My GC HR solution will provide a broad range of HR functionalities and abilities to:

- Document the organization structure;
- Classify and manage positions;
- Hire new employees and staff existing employees into positions;
- Maintain employee personal information, including employment equity and official languages;
- Manage employee compensation and leave benefits;
- Interact with the central Regional Pay System;
- Maintain employee training records;
- Track health and safety incidents;
- Track grievance and disciplinary actions; and
- Offer interactive on-line user support.

## **APPENDIX A**

### **A.1 APPLICATION/SOFTWARE ARCHITECT - PEOPLESOFT (LEVEL 3)**

#### **1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.1 Application/Software Architect – PeopleSoft (Level 3), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

#### **2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the Enterprise Resources Planning – Human Resources (ERP-HR) Project. Tasks include the following:

- 1) Assist the technical team to manage technical aspects of the project plan;
- 2) Identify critical milestones and ensure that they are included in the overall plan;
- 3) Evaluate application server and software services, sharing and capacity issues and provide advice regarding the feasibility and architectural issues related to configuration, capacity and performance;
- 4) Provide expertise and guidance for application setup and configuration, application workflow, integrated module functionality, PS processes; interfaces and Integration Broker;
- 5) Work on a variety of project areas (web-portal design and services, system integration, design and configuration review, interoperability, interface design, Integration Brooker conversion, development and testing, workflow design, planning and implementation additional PS modules, PS Reporting, etc.) to assess proposed solutions, integrate plans and address a variety of technical implementation issues;
- 6) Assist with identifying conversion plans and security requirements;
- 7) Assist in the development of technical programs for data conversion, application security, compare programs and reports;
- 8) Work with technical and functional teams to determine solutions and ensure that business requirements are supported by the architecture;
- 9) Review the business/technical design specifications to ensure it is of suitable quality;
- 10) Assist the database administrator (DBA) and system administrator with setup and test of PeopleSoft infrastructure and with resolution of technical issues;
- 11) Direct research and provide recommendations on current MY GC HR V9.1 customizations and their impacts by reviewing Requirements, PeopleCode, and SQL;
- 12) Provide PeopleSoft data and Architectural support for Implementation Phase;

- 13) Develop composite applications using PeopleSoft Integration Broker, web services, web protocols (SOAP, WSDL) to interface with other systems/services;
- 14) Plan and assist with the technical analysis and implementation of PeopleSoft Service Packs and PeopleTools upgrades as required during the course of the ESRP Project;
- 15) Provide application design support to set direction of PeopleSoft technical design;
- 16) Support development of the data migration strategy and design for data conversion;
- 17) Define and provide a Portal strategy in line with the overall ERP and HRSDC portal direction; and
- 18) Provide advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to the review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) Provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above in services required including difficulties, risks and issues which may affect overall schedule and planned tasks for the next reporting period.
- 2) Deliver architectural landscape strategies documents, models and maps for PeopleSoft HCM application.
- 3) Deliver development approach, programming standards and design specification templates for the application and reports.
- 4) Deliver a PeopleSoft platform design document.
- 5) Deliver PeopleSoft Portal interface architecture documents based on SOA and working with the ESDC SOA teams.
- 6) Provide a Portal strategy in line with the overall ERP and ESDC portal direction.
- 7) Transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents.
- 8) Submit any other project deliverables related to the tasks identified in Section 2 above, on an “as and when requested” basis as specified by the Project Authority.
- 9) Prepare and submit post engagement review report/lessons learned documents.
- 10) Transfer program relevant knowledge to the project team and client staff on an ongoing basis throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

The resource must provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

## **APPENDIX B STATEMENT OF WORK**

### **A.2 - ERP FUNCTIONAL ANALYST – ABSENCE MANAGEMENT (LEVEL 3)**

#### **1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Absence Management (Level 3), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

#### **2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Tasks related to Absence Management, Employee Self-Service, Manager Self-Service, Workforce Administration include the following:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for required data conversion, implementation and stabilization of the Absence Management functionality delivered with the My GC HR v9.1;
- 2) Conduct configuration analysis;
- 3) Participate in testing activities by:
  - a. Preparing test case scenarios & scripts to test the business processes in the My GC HR v9.1;
  - b. Developing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c. Executing test scripts for unit and performance testing;
  - d. Providing support for integration, regression and load testing;
  - e. Facilitating user acceptance testing sessions; and
  - f. Researching and troubleshooting issues and failed test cases to diagnose and correct defects within the application.
- 4) Define and document leave year end preparations and processing;
- 5) Define and analyze data requirements, perform data mapping, resolve data quality issues including the root cause;
- 6) Assist in the development of training and on-line help documentation;
- 7) Facilitate the change management process where existing HR business processes do not map to My GC HR v9.1 Absence Management functionality;
- 8) Define and document new business requirements as directed by the Project Authority;

- 9) Prepare for and delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 10) Demonstrate My GC HR v9.1 functionality to the end user community;
- 11) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 12) Document functional design specifications for approved system changes;
- 13) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 14) Assist in the development of content for end user training and User Productivity Kit;
- 15) Identify areas of integration with other modules and systems;
- 16) Provide other project support activities that are directly related to My GC HR v9.1; and
- 17) Provide GC HCM functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The resources must provide detailed application requirements documentation.
- 3) The resource must provide conversion data mapping, analyse data quality, identify and document data quality issues, root cause and proposed resolutions.
- 4) The resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solution.
- 5) The resource must provide business case and functional design documentation for all required configuration changes and application modifications, including reports and interfaces.
- 6) The resource must document testing baseline data, test plan and test script documentation required for all types of application testing.
- 7) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the

life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

**APPENDIX C  
STATEMENT OF WORK**

**A.2 - ERP FUNCTIONAL ANALYST – REPORTING (LEVEL 2)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst – Reporting (Level 2), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Tasks related to Reporting include the following:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for design, development and test of reporting requirements through the implementation and stabilization phases of the My GC HR v9.1;
- 2) Monitor and conduct data analysis and cleansing activities;
- 3) Document requirements for PeopleSoft online reports, data warehouse report and interfaces;
- 4) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 5) Work in partnership with a developer and application architect on the design of approved reports, interfaces and data extracts;
- 6) Document functional specifications for approved reports, interfaces and data extracts;
- 7) Prepare work effort estimates and plans for reporting activities;
- 8) Participate in testing activities by:
  - a. Preparing test plans and baseline data for reports, interfaces and extract testing;
  - b. Executing test plans for reports, interfaces and data extract testing; and
  - c. Participating in user acceptance testing sessions.
- 9) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality to determine potential impacts on reports, interfaces and data extracts;
- 10) Assist in the development of content for end user training and User Productivity Kit;
- 11) Provide other project support activities that are directly related to My GC HR v9.1;

- 12) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives; and
- 13) Report to the Project Authority on a weekly basis on the progress of the work described above.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and make the following deliverables in a timely and quality manner:

- 1) The Resources must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The Resource must provide detailed reporting, interface and data extract requirements documentation.
- 3) The Resource must provide reporting, interface and synchronization data mapping documentation.
- 4) The Resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solutions.
- 5) The Resource must provide business case and functional design documentation for all new and modifications to delivered My GC HR v9.1 reports, interfaces and data extracts.
- 6) The Resource must document baseline data, test plan and test scripts required for all types of application testing.
- 7) The Resource must transfer the My GC HR V9.1 solution functional and technical knowledge to the project team and/or client staff throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.
- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the dates specified on the My GC HR v9.1 Project Plan.

**APPENDIX D**  
**STATEMENT OF WORK**

**A.2 - ERP FUNCTIONAL ANALYST – FUNCTIONAL ADVISOR (LEVEL 3)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Functional Advisor (Level 3), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the Enterprise Resources Planning – Human Resources (ERP-HR) Project. Tasks include the following:

- 1) Assist in the leadership of a team of Functional Analysts and other IM resources working on the implementation of My GC HR v9.1 from a legacy environment;
- 2) Assist in the management of the project schedule;
- 3) Assist in the development of implementation and deployment strategies;
- 4) Identify and assess areas of integration with other modules and systems;
- 5) Assist in the planning of User Acceptance Testing;
- 6) Conduct configuration analysis for set up of foundation tables;
- 7) Define, design and document workflow configuration requirements;
- 8) Assist in the definition and analysis of data requirements, data mapping, resolution of data quality issues and data conversion validation from CMS to My GC HR v9.1;
- 9) Validate and analyze business requirements;
- 10) Assist with the coordination and delivery of Business Process Proto-Typing (BPP) Sessions;
- 11) Demonstrate My GC HR v9.1 functionality to the end user community;
- 12) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 13) Work with key stakeholders to re-engineer and assist with the adoption of new business processes that align with the best business practices incorporated in the My GC HR v9.1;
- 14) Review functional and technical specifications for approved system changes;

- 15) Assist in estimating work effort and develop content for end user training and User Productivity Kit;
- 16) Evaluate product releases and conduct analysis of new or changed functionality;
- 17) Assist in the co-ordination of testing activities by:
  - a. Reviewing test case scenarios and scripts to test the business processes in the PeopleSoft HCM 9.1;
  - b. Reviewing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c. Providing support for integration, regression and load testing; and
  - d. Facilitating user acceptance testing sessions.
- 18) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives;
- 19) Assist the Project Director in reviewing defined deliverables to ensure that they are complete, and are produced in accordance with the established schedule and to the quality specified; and
- 20) Report to the Project Authority on a weekly basis on the progress of the work described above.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The Resource must provide detailed work plans, identifying tasks, identify work effort and functional analyst resource requirements.
- 3) The Resource must provide detailed implementation, deployment, testing, release and in-service support transition plans.
- 4) The Resource must provide detailed assessments of any changes to the My GC HR v9.1 solution baseline following deployment due to external influences, such as product releases and legislative changes.
- 5) The Resource must provide project debriefings and presentations to senior management and Steering Committees.

- 6) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.
- 7) The resource must prepare all documentation in accordance with ESDC standards and templates and must provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

**APPENDIX E**  
**STATEMENT OF WORK**

**A.2 - ERP FUNCTIONAL ANALYST – CLASSIFICATION (LEVEL 2)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Classification (Level 2), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Working principally with the Position Management module and other modules as required, the Resource will be required to perform the following tasks:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for required data conversion, implementation and stabilization of the Position Management functionality delivered with the My GC HR v9.1;
- 2) Conduct configuration analysis for set up of foundation tables;
- 3) Define, design and document workflow configuration requirements;
- 4) Participate in testing activities by:
  - a) Preparing test case scenarios & scripts to test the business processes in the My GC HR v9.1;
  - b) Developing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c) Executing test scripts for unit and performance testing;
  - d) Providing support for integration, regression and load testing;
  - e) Facilitating user acceptance testing sessions; and
  - f) Researching and troubleshooting issues and failed test cases to diagnose and correct defects within the application.
- 5) Define and analyze data requirements, perform data mapping, define Job Code and Work Description conversion requirements, resolve data quality issues including the root cause;
- 6) Facilitate the change management process where existing HR business processes do not map to My GC HR v9.1 Position Management functionality;
- 7) Define and document new business requirements as directed by the Project Authority;

- 8) Prepare for and delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 9) Demonstrate My GC HR v9.1 functionality to the end user community;
- 10) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 11) Document functional design specifications for approved system changes;
- 12) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 13) Assist in the development of content for end user training and User Productivity Kit;
- 14) Identify areas of integration with other modules and systems;
- 15) Provide other project support activities that are directly related to My GC HR v9.1; and
- 16) Provide GC HCM functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The resources must provide detailed application requirements documentation.
- 3) The resource must provide conversion data mapping, analyse data quality, identify and document data quality issues, root cause and proposed resolutions.
- 4) The resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solution.
- 5) The resource must provide business case and functional design documentation for all required configuration changes and application modifications, including reports and interfaces.
- 6) The resource must document testing baseline data, test plan and test script documentation required for all types of application testing.
- 7) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the

life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

## **APPENDIX F STATEMENT OF WORK**

### **A.2 - ERP FUNCTIONAL ANALYST – GENERALIST (LEVEL 2)**

#### **1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for two (2) A.2 ERP Functional Analyst (PeopleSoft) – Generalist (Level 2), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

#### **2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Working principally with the Position Management, Workforce Administration and Recruiting modules, and other modules as required, the Resource will be required to perform the following tasks:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for required data conversion, implementation and stabilization of functionality delivered with the My GC HR v9.1;
- 2) Conduct configuration analysis for set up of foundation tables;
- 3) Define, design and document workflow configuration requirements;
- 4) Participate in testing activities by:
  - a) Preparing test case scenarios & scripts to test the business processes in the My GC HR v9.1;
  - b) Developing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c) Executing test scripts for unit and performance testing;
  - d) Providing support for integration, regression and load testing;
  - e) Facilitating user acceptance testing sessions; and
  - f) Researching and troubleshooting issues and failed test cases to diagnose and correct defects within the application.
- 5) Define and analyze data requirements, perform data mapping, conversion requirements, resolve data quality issues including the root cause;
- 6) Facilitate the change management process where existing HR business processes do not map to My GC HR v9.1 delivered functionality;
- 7) Define and document new business requirements as directed by the Project Authority;

- 8) Prepare for and delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 9) Demonstrate My GC HR v9.1 functionality to the end user community;
- 10) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 11) Document functional design specifications for approved system changes;
- 12) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 13) Assist in the development of content for end user training and User Productivity Kit;
- 14) Identify areas of integration with other modules and systems;
- 15) Provide other project support activities that are directly related to My GC HR v9.1; and
- 16) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The resources must provide detailed application requirements documentation.
- 3) The resource must provide conversion data mapping, analyse data quality, identify and document data quality issues, root cause and proposed resolutions.
- 4) The resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solution.
- 5) The resource must provide business case and functional design documentation for all required configuration changes and application modifications, including reports and interfaces.
- 6) The resource must document testing baseline data, test plan and test script documentation required for all types of application testing.
- 7) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the

life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

**APPENDIX G**  
**STATEMENT OF WORK**

**A.2 - ERP FUNCTIONAL ANALYST – GCPI (LEVEL 3)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Government of Canada Payroll Interface (GCPI) (Level 3), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Working principally with Government of Canada Payroll Interface module, and other modules as required, the Resource will be required to perform the following tasks:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for required data conversion, implementation and stabilization of functionality delivered with the My GC HR v9.1;
- 2) Analyze, co-ordinate and monitor the pay reconciliation results;
- 3) Work closely with the Project Authority and client to develop the Payroll Interface implementation strategy;
- 4) Liaise with the Program Centre and PWGSC to resolve technical issues related to Payroll Interface;
- 5) Work closely with the development and engineering teams to resolve performance and application issues;
- 6) Schedule and co-ordinate GCPI testing activities with Program Centre and PWGSC;
- 7) Define, design and document workflow configuration requirements;
- 8) Define and analyze data requirements, perform data mapping, conversion requirements, resolve data quality issues including the root cause;
- 9) Participate in testing activities by:
  - a) Preparing test case scenarios & scripts to test the business processes in the My GC HR v9.1;
  - b) Developing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c) Executing test scripts for unit and performance testing;
  - d) Providing support for integration, regression and load testing;
  - e) Facilitating user acceptance testing sessions; and

- f) Researching and troubleshooting issues and failed test cases to diagnose and correct defects within the application.
- 10) Define and analyze data requirements, perform data mapping, conversion requirements, resolve data quality issues including the root cause;
- 11) Facilitate the change management process where existing HR business processes do not map to My GC HR v9.1 delivered functionality;
- 12) Define and document new business requirements as directed by the Project Authority;
- 13) Prepare for and delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 14) Demonstrate My GC HR v9.1 functionality to the end user community;
- 15) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 16) Document functional/technical specifications for approved system changes;
- 17) Provide support for the developer during the development of system changes relating to the resolution of defects, application of bundles and fixes and new releases;
- 18) Assist in the estimation of work effort and development of content for end user training and User Productivity Kit;
- 19) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 20) Identify areas of integration with other modules and systems;
- 21) Provide other project support activities that are directly related to My GC HR v9.1;
- 22) Report to the Project Authority on a weekly basis on the progress of the work described above; and
- 23) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.

- 2) The resources must provide detailed application requirements documentation.
- 3) The resource must provide conversion data mapping, analyse data quality, identify and document data quality issues, root cause and proposed resolutions.
- 4) The resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solution.
- 5) The resource must provide business case and functional design documentation for all required configuration changes and application modifications, including reports and interfaces.
- 6) The resource must document testing baseline data, test plan and test script documentation required for all types of application testing.
- 7) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.
- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

## **APPENDIX H**

### **STATEMENT OF WORK**

#### **A.2 - ERP FUNCTIONAL ANALYST – TALENT MANAGEMENT (LEVEL 2)**

##### **1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Talent Management (Level 2), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

##### **2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Working principally with the Position Management, Recruitment, Competency Management, Enterprise Learning, Succession Planning and other modules as required, the Resource will be required to perform the following tasks:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for required data conversion, implementation and stabilization of functionality delivered with the My GC HR v9.1;
- 2) Conduct configuration analysis for set up of foundation tables;
- 3) Define, design and document workflow configuration requirements;
- 4) Participate in testing activities by:
  - a) Preparing test case scenarios & scripts to test the business processes in the My GC HR v9.1;
  - b) Developing test plans, test case scenarios and scripts for unit, integration, regression, performance, load and user acceptance testing;
  - c) Executing test scripts for unit and performance testing;
  - d) Providing support for integration, regression and load testing;
  - e) Facilitating user acceptance testing sessions; and
  - f) Researching and troubleshooting issues and failed test cases to diagnose and correct defects within the application.
- 5) Define and analyze data requirements, perform data mapping, conversion requirements, resolve data quality issues including the root cause;
- 6) Facilitate the change management process where existing HR business processes do not map to My GC HR v9.1 delivered functionality;
- 7) Define and document new business requirements as directed by the Project Authority;

- 8) Prepare for and delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 9) Demonstrate My GC HR v9.1 functionality to the end user community;
- 10) Develop business cases and present them to Configuration Control Boards for modification of Business processes and enhancement of the My GC HR v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;
- 11) Document functional design specifications for approved system changes;
- 12) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 13) Assist in the development of content for end user training and User Productivity Kit;
- 14) Identify areas of integration with other modules and systems;
- 15) Provide other project support activities that are directly related to My GC HR v9.1; and
- 16) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The resources must provide detailed application requirements documentation.
- 3) The resource must provide conversion data mapping, analyse data quality, identify and document data quality issues, root cause and proposed resolutions.
- 4) The resource must document gap analysis and software defect analysis that includes priority, impact and a proposed solution.
- 5) The resource must provide business case and functional design documentation for all required configuration changes and application modifications, including reports and interfaces.
- 6) The resource must document testing baseline data, test plan and test script documentation required for all types of application testing.
- 7) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff on an ongoing basis throughout the

life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

- 8) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the date(s) specified on the My GC HR v9.1 Project Plan.

**APPENDIX I**  
**STATEMENT OF WORK**

**A.2 - ERP FUNCTIONAL ANALYST – CONVERSION/DQ LEAD (LEVEL 3)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) A.2 ERP Functional Analyst (PeopleSoft) – Conversion (Level 3), for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. Working with all PeopleSoft My GC HR v9.1 modules, the Resource will be required to perform the following tasks:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for design, development and test of data conversion requirements through the implementation and stabilization phases of the My GC HR v9.1;
- 2) Plan, co-ordinate, monitor and conduct data analysis, cleansing, conversion and archiving activities;
- 3) Plan, co-ordinate, monitor and analyze the pay reconciliation process;
- 4) Identify and document data conversion requirements and planning methods to ensure requirements are addressed;
- 5) Define, analyze and document data requirements, perform data mapping, conversion script designs, and resolve data quality issues including the root cause;
- 6) Provide support for the developer during the development of data conversion processes;
- 7) Prepare work effort estimates and plans for conversion activities;
- 8) Participate in testing activities by developing test plans and baseline data for conversion, executing test scripts for conversion and participate in user acceptance testing sessions;
- 9) Define and document new business requirements as directed by the Project Authority;
- 10) Participate with the delivery of Business Process Proto-Typing (BPP) Sessions and complete follow-up actions as required;
- 11) Demonstrate My GC HR v9.1 functionality to the end user community;
- 12) Where product releases impact decisions and business processes established in the Planning phase, develop business cases and present them to Configuration Control Boards for modification of system processes and enhancement of the My GC HR

v9.1 through partnering with a programmer analyst and application architect on the design of approved system changes;

- 13) Document functional design specifications for approved system changes;
- 14) Evaluate My GC HR v9.1 Fix-Pack releases and conduct analysis of new or changed functionality;
- 15) Assist in the development of content for end user training and User Productivity Kit;
- 16) Identify areas of integration with other modules and systems;
- 17) Provide other project support activities that are directly related to My GC HR v9.1; and
- 18) Provide My GC HR v9.1 functional related advice to the Project Authority, Project Manager or their representatives.

### **3. DELIVERABLES**

All deliverables are subject to review and approval of the Project Authority. Throughout the contract, the resource must execute the aforementioned tasks and make the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall project schedule and planned tasks for the next reporting period.
- 2) The resource must provide detailed data analysis, cleansing, data mapping, conversion and archiving requirements documentation.
- 3) The resource must provide business case and functional design documentation for all new and modifications to delivered My GC HR v9.1.
- 4) The resource must provide functional design specification documentation for all modifications / enhancements to My GC HR V9.1.
- 5) The resource must provide baseline data, test plan and test scripts required for data conversion.
- 6) The resource must transfer the My GC HR v9.1 solution functional and technical knowledge to the project team and/or client staff throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.
- 7) The resource must prepare all documentation in accordance with ESDC standards and templates and provide all deliverables by the dates specified on the My GC HR v9.1 Project Plan.

**APPENDIX J**  
**STATEMENT OF WORK**  
**P.5 – PROJECT EXECUTIVE (LEVEL 3)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) Project Executive (Level 3) for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. The resource will be required to perform the following tasks throughout the Project:

- 1) Lead an integrated team of functional analysts (FAs) and programmer analysts (PAs) responsible for design, development and test of data conversion requirements through the implementation and stabilization phases of the My GC HR v9.1;
- 2) Leverage knowledge of My GC HR v9.1 design within the Government of Canada to lead in the development and documentation of project benefits, timeline and cost;
- 3) Leverage knowledge of and experience with My GC HR v9.1 at the Government of Canada to lead the project management team in the development of a detailed Risk Assessment and Mitigation Strategy;
- 4) Leverage knowledge of My GC HR v9.1 define implementation strategies and approaches required for implementation a Government of Canada standard ERP application.
- 5) Leverage knowledge and experience in the management and implementation of My GC HR v9.1 to establish a detailed cost estimate and project plan with the project management team, including resource requirements, timelines, milestones and dependencies for the implementation of My GC HR v9.1. The plan will take into consideration ESDC's internal Investment Management as well as Treasury Board processes, required deliverables and approvals. The detailed cost estimate and project plan will be documented and presented to the Project Authority for review and consideration;
- 6) Prepare a technical assessment to ensure that all facets of the required infrastructure are identified and establish plans for any hardware or software upgrades or acquisitions;
- 7) Leverage detailed knowledge of My GC HR v9.1 design and implementations within Government of Canada to provide guidance and support in the establishment and execution of a deployment strategy for My GC HR v9.1;

- 8) Leverage detailed knowledge of Oracle PeopleSoft HCM implementations within Government of Canada to assist the project management team in defining in-service support requirements and establishing an in-service support organization;
- 9) Provide guidance and support to the Functional and Technical Managers in the co-ordination of all GCPI related activities with the Program Centre and PWGSC;
- 10) Establish project management procedures, standards and controls to ensure consistency, including managing changes and project tasks;
- 11) Establish a process for identifying, tracking and managing risks that could impact the project;
- 12) Establish a process and tracking mechanism for issue recognition, tracking, escalation and resolution;
- 13) Assist the Project Manager to ensure that deliverables and deadlines fall within the established and approved project plan;
- 14) Provide direction and support to Project Manager and other project resources throughout all stages of the project;
- 15) Provide project debriefings and presentations to senior management and Steering Committees;
- 16) Review and ensure that all defined deliverables are complete, are produced in accordance with the established schedule and to the quality specified; and
- 17) Provide other project support activities that are directly related to implementation of My GC HR v9.1.

### **3. DELIVERABLES**

All deliverables are subject to the review and approval of the Project Authority. Throughout the Project, the resource must execute the aforementioned tasks and make the following deliverables in a timely and quality manner:

- 1) The resource must provide the Project Authority with a written status report on a weekly basis, documenting the progress of the work described above including issues, risks and challenges, which may affect overall schedule and planned tasks for the next reporting period.
- 2) The resource must provide advice to the Project Authority, Project Manager or their representatives.
- 3) When requested, the resource must develop presentation material for committee meetings.
- 4) The Resource must issue and maintain a detailed project plan and estimate for the implementation of My GC HR v9.1.
- 5) The Resource must provide project standards, methodologies, planning documents and other support documentation and deliverables needed to complete the

requirement, on an “as and when requested” basis as specified by the Project Authority.

- 6) The Resource must provide a final evaluation and lessons learned report.
- 7) The Resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents.
- 8) Develop a monthly project status report for the project Director General, Director, and Steering Committee meetings.
- 9) Report project status to the project Directory General, Director, and Steering Committee meetings.

**APPENDIX K**  
**STATEMENT OF WORK**  
**P.9 PROJECT MANAGER – ERP PEOPLESOFT (LEVEL 3)**

**1. REQUIREMENT**

Employment and Social Development Canada (ESDC) has a requirement for one (1) P.9 Project Manager – ERP (Level 3) resource for the implementation of My GC HR v9.1 as part of the Human Resource Enterprise Resource Planning (ERP-HR) project.

**2. TASKS**

Throughout the contract period, the resource must lead and participate in the implementation and stabilization phases of the ERP-HR Project. The resource will be required to perform the following tasks throughout the project:

- 1) Manage functional requirements planning activities identified in the business blueprint;
- 2) Implement a project reporting strategy and dashboard for ERP-HR project;
- 3) Develop service management requirements and practices required for the project and a post implementation in-service organization;
- 4) Create, document and develop the custom development approach with other leads;
- 5) Interact with other business and technical teams to document and manage project schedule dependencies;
- 6) Develop risk management plan;
- 7) Develop and maintain functional PeopleSoft plans, tools, procedures and systems already in use or introduced by the ERP project management office;
- 8) Manage, coordinate and enforce the use of tools, procedures and systems within the functional teams;
- 9) Prepare, refine, review written documentation, reports, dashboards and make oral presentations;
- 10) Prepare or assist with project budget, costing and scheduling estimates as well as project implementation approaches, issue/quality management processes and organizational requirements;
- 11) Prepare, refine and review Work Breakdown Structures (WBS), Schedules, Resource Allocation Matrices (RAM), quality assurance or other necessary standards, Organizational Breakdown Structures (OBS) and other project control documents;
- 12) Develop and track functional PeopleSoft Build plans and schedules;
- 13) Plan, track and develop functional critical path based on Project baseline schedule;

- 14) Manage the execution of activities according to project plans;
- 15) Proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external stakeholders;
- 16) Analyse risk, establish contingency plans and identify trigger events and responsibilities for initiating mitigating action;
- 17) Participate in the creation of templates and deliverables for the HRSDC-ESRP initiative;
- 18) Document and detail the Custom Development Approach and related functional and functional design templates;
- 19) Manage and develop Production cutover plan;
- 20) Document a Certification and Accreditation approach, deliverables and resource requirements;
- 21) Collect, review, analyze, track and report on project performance data and advise on the time, cost, scope, quality, business requirements or other performance parameters;
- 22) Prepare, refine, review performance reports and facilitate integration with other tools/reports as necessary;
- 23) Plan functional deliverables based on ASAP methodology with participation of team leads; and
- 24) Develop weekly status report for Director, management and steering committee meetings.

### **3. DELIVERABLES**

Throughout the contract, the resource must execute the aforementioned tasks and complete the following deliverables in a timely and quality manner. All deliverables are subject to the review and approval of the Project Authority.

- 1) The resource must provide the Project Authority with a written status report on a weekly FAsis, documenting the progress of the work described above in services required including difficulties, which may affect overall schedule and planned tasks for the next reporting period.
- 2) The resource must deliver regular functional PeopleSoft Build plans and schedules.
- 3) The resource must deliver functional critical path updates based on Project baseline schedule.
- 4) The resource must provide regular reports that proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external stakeholders.
- 5) The resource must provide risk analysis and contingency plans which identify trigger events and responsibilities for initiating mitigating action.

- 6) The resource must provide templates and deliverables as required for the ESDC-ESRP initiative.
- 7) The resource must provide a Certification and Accreditation approach, including deliverables and resource requirements.
- 8) The resource must transfer functional and technical knowledge to the project team and/or client staff through individual and group training and demonstrations and written instructions and documents.
- 9) The resource must submit ongoing senior management presentations, briefing notes, status reports, and other presentation material for committee meetings.
- 10) The resource must submit any other project deliverables related to the tasks identified in Section 2 above, on an “as and when requested” basis as specified by the Project Authority.
- 11) The resource must prepare and submit post engagement review report/lessons learned documents.
- 12) The resource must transfer program relevant knowledge to the project team and client staff on an ongoing basis throughout the life of the project with final knowledge transfer to be completed no later than one month prior to the contract end date.

**ANNEX B:  
BASIS OF PAYMENT**

---

The Contractor will be paid in accordance with the following per diem rates for any work performed pursuant to the contract. They include the cost of labour, fringe benefits, general and administrative expenses, overhead, profit and the like, excepting only GST and HST if applicable. All expenses reasonably and properly incurred for the provision of the services in accordance with the Contract (i.e. contractor's office space [including Contractor's hardware and software], word processing, work estimates, photocopying, courier and telephone charges, local travel and the like) are included in the firm per diem rates identified herein, and will not be permitted as direct charges under the Contract.

The rates must be in Canadian currency, Customs duties are included and Goods and Services Tax or Harmonized Sales Tax (GST/HST) is extra, if applicable.

REQUIREMENTS			CONTRACT PERIOD (1 year)	OPTION PERIOD (6 months)
No.	Resource Category	Qty	Per Diem Rate	Per Diem Rate
1	A.1 Application/Software Architect – PeopleSoft (level 3)	1	\$ -	\$ -
2	A.2 ERP Functional Analyst - Absence Management (level 3)	1	\$ -	\$ -
3	A.2 ERP Functional Analyst – Reporting (level 2)	1	\$ -	\$ -
4	A.2 ERP Functional Analyst – Functional Advisor (level 3)	1	\$ -	\$ -
5	A.2 ERP Functional Analyst – Classification (level 2)	1	\$ -	\$ -
6	A.2 ERP Functional Analyst – Generalist (level 2)	2	\$ -	\$ -
			\$ -	\$ -
7	A.2 ERP Functional Analyst – GCPI (level 3)	1	\$ -	\$ -
8	A.2 ERP Functional Analyst – Talent Management (level 2)	1	\$ -	\$ -
9	A.2 ERP Functional Analyst – Conversion/DQ Lead (level 3)	1	\$ -	\$ -
10	P.5 Project Executive (level 3)	1	\$ -	\$ -
11	P.9 Project Manager – ERP PeopleSoft (level 3)	1	\$ -	\$ -

**\*Note to Bidders:** Basis of Payment will be developed based on inputs of Bidder's Attachment 3.1: Bidder's Pricing Table from the winning bid. Basis of Payment will then be provided with any resulting Contract.

**OPTIONAL - Travel and Living Expenses (only the resource for category A.2 ERP Functional Analyst – GCPI (level 3) is expected to travel)**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses

provided in the Treasury Board Travel Directive in effect at the time, and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

All payments are subject to audit by Canada.

All travel must have prior authorization of the Project Authority.

Canada will not accept any travel and living expenses for:

- 1) Work performed within the National Capital Region (NCR).
- 2) Any travel between the Contractor's place of business and the NCR; and
- 3) Any relocation of resources required to satisfy the terms of the Contract. These expenses are included in the firm lot price and all inclusive per diem rates.

**ANNEX C**

**SECURITY REQUIREMENTS  
CHECKLIST (SRCL)**



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#s

Security Classification / Classification de sécurité  
UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)  
LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PARTIE A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE			
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		Public Works and Government Services Canada	
2. Branch or Directorate / Direction générale ou Direction		Acquisitions Branch	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Professional Services - Standing Offers and Supply Arrangements			
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. Indicate the type of access required / Indiquer le type d'accès requis			
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		<input type="checkbox"/> No Non	<input checked="" type="checkbox"/> Yes Oui
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?		<input checked="" type="checkbox"/> No Non	<input type="checkbox"/> Yes Oui
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès			
Canada	<input checked="" type="checkbox"/>	NATO / OTAN	<input type="checkbox"/>
		Foreign / Étranger	<input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion			
No release restrictions Aucune restriction relative à la diffusion	<input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN	<input type="checkbox"/>
Not releasable À ne pas diffuser	<input type="checkbox"/>		
Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>	Restricted to: / Limité à: Specify country(ies): / Préciser le(s) pays:	<input type="checkbox"/>
7. c) Level of information / Niveau d'information			
PROTECTED A PROTÉGÉ A	<input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ	<input type="checkbox"/>
PROTECTED B PROTÉGÉ B	<input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE	<input type="checkbox"/>
PROTECTED C PROTÉGÉ C	<input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>	NATO SECRET NATO SECRET	<input type="checkbox"/>
SECRET SECRET	<input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET	<input type="checkbox"/>
TOP SECRET TRÈS SECRET	<input type="checkbox"/>		
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>		
		PROTECTED A PROTÉGÉ A	<input type="checkbox"/>
		PROTECTED B PROTÉGÉ B	<input type="checkbox"/>
		PROTECTED C PROTÉGÉ C	<input type="checkbox"/>
		CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/>
		SECRET SECRET	<input type="checkbox"/>
		TOP SECRET TRÈS SECRET	<input type="checkbox"/>
		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT)	<input type="checkbox"/>

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité  
UNCLASSIFIED

Canada



**PART A (continued) / PARTIE A (suite)**

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?  
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?  No  Yes  
Non  Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :  
Document Number / Numéro du document :

**PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)**

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS<br>COTE DE FIABILITE | <input type="checkbox"/> CONFIDENTIAL<br>CONFIDENTIEL           | <input type="checkbox"/> SECRET<br>SECRET           | <input type="checkbox"/> TOP SECRET<br>TRÈS SECRET               |
| <input type="checkbox"/> TOP SECRET - SIGINT<br>TRÈS SECRET - SIGINT        | <input type="checkbox"/> NATO CONFIDENTIAL<br>NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET<br>NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET<br>COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS<br>ACCÈS AUX EMPLACEMENTS              |   |   |  |

Special comments:  
Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.  
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscrubbed personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No  Yes  
Non  Oui  
If Yes, will unscrubbed personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No  Yes  
Non  Oui

**PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)**

**INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS**

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?  
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?  
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?  No  Yes  
Non  Oui

**PRODUCTION**

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?  
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?  No  Yes  
Non  Oui

**INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)**

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?  
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS?  No  Yes  
Non  Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?  
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?  No  Yes  
Non  Oui



Contract Number / Numéro du contrat
Common PS SRCL#6
Security Classification / Classification de sécurité UNCLASSIFIED

**PART C (continued) / PARTIE C (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.  
Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COMSEC TOP SECRET / COMSEC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
Information / Assets / Renseignements / Biens / Production																
IT Media / Support II																
IT User / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.
12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui
- If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquer qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat

Common PS SRCL#G

Security Classification / Classification de sécurité  
UNCLASSIFIED

PART D - AUTHORIZATION / PARTIE D - AUTORISATION			
13. Organization Project Authority / Chargé de projet de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Centralized Professional Services System, CPSS		Professional Services - Methods of Supply	<i>Robert Lorrain</i>
Telephone No. - N° de téléphone 600-000-0000	Facsimile No. - N° de télécopieur 600-000-0000	E-mail address - Adresse courriel SSPC.CPSS@tpsgc-pwgsc.gc.ca	Date 2012/03/13
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Charron, Anniek		SO	<i>Anniek Charron</i>
Telephone No. - N° de téléphone 819-958-0615	Facsimile No. - N° de télécopieur 819-954-1448	E-mail address - Adresse courriel anniek.charron@tpsgc-pwgsc.gc.ca	Date March 20, 2012
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
<i>Maxime Thavoetto</i>		Supply Specialist	<i>Maxime Thavoetto</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 2014/09/02
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
			<i>Jacques Saumur</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date 27-MARCH-2012

Jacques Saumur  
Contract Security Officer, Contract Security Division  
Jacques.Saumur@tpsgc-pwgsc.gc.ca  
Tel/Tél - 613-948-1732 / Fax/Télé - 613-954-4171

# **ATTACHMENT 3.1**

---

## **BIDDER'S PRICING TABLE**

### ATTACHMENT 3.1: BIDDER'S PRICING TABLE

REQUIREMENTS			CONTRACT PERIOD (1 year)			OPTION PERIOD (6 months)			Bidder's Total Proposed Price (Contract Period + Option Period)
No.	Resource Category	Qty	No. of Days*	Per Diem Rate	Total	No. of Days*	Per Diem Rate	Total	
1	A.1 Application/Software Architect – PeopleSoft (level 3)	1	240		\$ -	120		\$ -	\$ -
2	A.2 ERP Functional Analyst - Absence Management (level 3)	1	240		\$ -	120		\$ -	\$ -
3	A.2 ERP Functional Analyst – Reporting (level 2)	1	240		\$ -	120		\$ -	\$ -
4	A.2 ERP Functional Analyst – Functional Advisor (level 3)	1	240		\$ -	120		\$ -	\$ -
5	A.2 ERP Functional Analyst – Classification (level 2)	1	240		\$ -	120		\$ -	\$ -
6	A.2 ERP Functional Analyst – Generalist (level 2)	2	240		\$ -	120		\$ -	\$ -
			240		\$ -	120		\$ -	
7	A.2 ERP Functional Analyst – GCPI (level 3)	1	240		\$ -	120		\$ -	\$ -
8	A.2 ERP Functional Analyst – Talent Management (level 2)	1	240		\$ -	120		\$ -	\$ -
9	A.2 ERP Functional Analyst – Conversion/DQ Lead (level 3)	1	240		\$ -	120		\$ -	\$ -
10	P.5 Project Executive (level 3)	1	240		\$ -	120		\$ -	\$ -
11	P.9 Project Manager – ERP PeopleSoft (level 3)	1	240		\$ -	120		\$ -	\$ -

\*No. of Days is an estimation for evaluation purposes only.

**Notes:**

- (1) The bidder may bid on one (1) or up to eleven (11) resources categories.
- (2) For resource category #6 (A.2 ERP Functional Analyst – Generalist (level 2)), the Bidder must include two (2) resources in its bid. If the Bidder does not provide two (2) resources, its bid will be declared non-responsive for that category.
- (2) The Bidder must provide Per Diem Rate in  box.
- (3) The Bidder must bid on the Contract Period and the Option Period.
- (4) The Bidder's Total Proposed Price is the summation of the resource cost associated with the respective category for the professional service provided for the Contract Period and the Option Period.

# **ATTACHMENT 3.2**

---

**TBIPS BID SUBMISSION FORM**

### TBIPS Bid Submission Form

<i>(to be filled in by Bidder)</i>	
<b>Bidder's full legal name</b>	
<b>Authorized Representative of Bidder for evaluation purposes</b> <i>(e.g., clarifications)</i>	Name
	Title
	Address
	Telephone #
	Fax #
	Email
<b>Bidder's Procurement Business Number (PBN)</b> <i>[see the Standard Instructions 2003]</i>	
<b>Jurisdiction of Contract:</b> Province in Canada the bidder wishes to be the legal jurisdiction applicable to any resulting contract (if other than as specified in solicitation)	As per TBIPS Holder Supply Arrangement.
<b>Former Public Servants</b>  See the Article in Part 5 of the bid solicitation entitled Former Public Servant Certification for a definition of "Former Public Servant".	Is any of Bidder's proposed resources a FPS in receipt of a pension as defined in the bid solicitation? Yes ___ No ___  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
	Is any of Bidder's proposed resources a FPS who received a lump sum payment under the terms of a work force reduction program? Yes ___ No ___  If yes, provide the information required by the Article in Part 5 entitled "Former Public Servant Certification"
<b>Federal Contractors Program for Employment Equity (FCP EE) Certification</b>  If the bidder is exempt, please indicate the basis for the exemption to the right. If the bidder does not fall within the exceptions enumerated to the right, the Program requirements do apply and the bidder is required either to:  (a) Submit to the Department of HRSD form LAB 1168, Certificate of Commitment to Implement Employment Equity, DULY SIGNED; or (b) Submit a valid Certificate number confirming its	On behalf of the bidder, by signing below, I also confirm that the bidder <i>[check the box that applies]</i> :
	(a) is not subject to Federal Contractors Program for Employment Equity (FCP-EE), because it has a workforce of less than 100 permanent full or part-time employees in Canada;
	(b) is not subject to FCP-EE, because it is a regulated employer under the <i>Employment Equity Act</i> ;
	(c) is subject to the requirements of FCP-EE, because it has a workforce of 100 or more permanent full or part-time employees in Canada, but has not previously obtained a certificate number from the Department of Human Resources and Skills Development (HRSD) (having not bid on

<p>adherence to the FCP-EE.</p> <p>Bidders are requested to include their FCP EE Certification or signed LAB 1168 with their bid; if this information is not provided in the bid, it must be provided upon request by the Contracting Authority during evaluation.</p> <p>For joint ventures, be sure to provide this information for each of the members of the joint venture.</p>	<p>requirements of \$200,000 or more), in which case a duly signed certificate of commitment is attached; OR</p> <p>(d) is subject to FCP-EE, and has a valid certification number as follows: _____ (and has not been declared an Ineligible Contractor by HRSD).</p>
<p><b>Security Clearance Level of Bidder</b> [include both the CISD security clearance number, level and the date it was granted]</p>	
<p><b>Security Clearance Level of Bidder’s Individual Resources</b> [add additional resources on another page, if required]</p> <p>i. Name of Individual as it appears on security clearance application:</p> <p>ii. Level of security clearance obtained and expiry date:</p> <p>iii. Security Screening Certificate and Briefing Form file number</p>	<p>i.</p> <p>ii.</p> <p>iii.</p>
<p>On behalf of the bidder, by signing below, I confirm that I have read the entire bid solicitation including the documents incorporated by reference into the bid solicitation and I certify that:</p> <ol style="list-style-type: none"> <li>1. The bidder considers itself and its products able to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in the bid is complete, true and accurate; and</li> <li>4. If the bidder is awarded a contract, it will accept all the terms and conditions set out in the resulting contract clauses included in the bid solicitation.</li> </ol>	

Signature of Authorized Representative of Bidder	
<b>Name</b>	
<b>Signed</b>	
<b>Date</b>	

# **ATTACHMENT 4.1**

---

## **BID EVALUATION CRITERIA**

## 1. Evaluation Criteria: A.1 Application Architect – PeopleSoft (Level 3)

### a) Mandatory Requirements

Mandatory (M) Requirements for *A.1 Application Architect – PeopleSoft (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience within the last fifteen (15) years as an ERP Application Architect.		
M-2	The bidder must demonstrate that its proposed resource has a minimum of six (6) years of experience as a PeopleSoft Application Architect in a PeopleSoft HRMS development or operational environment, version 8.x or higher.		
M-3	The bidder must provide a minimum of three (3) recent client references from three (3) separate client organizations where the proposed resource demonstrated experience over the last ten (10) years as PeopleSoft Application Architect.		

### b) Rated Requirements

Rated (R) Requirements and scoring scheme for *A.1 Application Architect – PeopleSoft (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has successfully completed Oracle PeopleSoft Certification in the areas of: <ul style="list-style-type: none"> <li>• PeopleTools Developer Certified Expert</li> <li>• PeopleTools Advanced Developer Certified Expert</li> </ul>	5 points per certification.  Maximum 10 points.	
R-2	The bidder should demonstrate that its proposed resource has experience as an Application Architect on PeopleSoft implementation projects in version 8.x or higher. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 0 points 2 projects = 10 points 3 projects = 15 points 4+ projects = 20 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-3	The bidder should demonstrate that its proposed resource has project experience in the technical implementation of PeopleSoft HCM v9.1 including n-tier architecture.	1 project = 5 points 2+ projects = 10 points	
R-4	The bidder should demonstrate that its proposed resource has PeopleSoft HCM v9.1 implementation experience including application administration and integration.	<12 months = 0 points 12-24 months = 5 points 25+ months = 10 points	
R-5	The bidder should demonstrate that its proposed resource has experience analyzing and applying PeopleSoft Service Packs and upgrades.	<12 months = 0 points 12-24 months = 5 points 25+ months = 10 points	
R-6	The bidder should demonstrate that its proposed resource has project experience developing and maintaining PeopleTools and PeopleCode in a PeopleSoft environment. For project experience to qualify the resource must have been on the project for a minimum duration of 4 months.	1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4+ projects = 20 points	
R-7	The bidder should demonstrate that its proposed resource has project experience planning and assisting with PeopleSoft and PeopleTools on UNIX servers for Oracle Databases. For project experience to qualify the resource must have been on the project for a minimum duration of 4 months.	1 project = 5 points 2 projects = 10 points 3 projects = 15 points 4+ projects = 20 points	
R-8	The bidder should demonstrate that its proposed resource has experience with workflow and portal configurations in PeopleSoft version 8.x or higher.	<12 months = 0 points 12-24 months = 5 points 25+ months = 10 points	
R-9	The bidder should demonstrate that its proposed resource has project experience developing composite applications using PeopleSoft Integration Broker, web services and web protocols to interface with other systems and services. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 5 points 2 projects = 10 points 3+ projects = 15 points	
R-10	The bidder should demonstrate that its proposed resource has experience in planning and conducting data conversion	<12 months = 0 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
	from a legacy system to PeopleSoft version 8.x or higher.	12-24 months = 5 points >24 months = 10 points	
R-11	The bidder should demonstrate that its proposed resource has experience conducting analysis and implementing third party tools in a PeopleSoft platform.	<12 months = 0 points 12-24 months = 5 points 25+ months = 10 points	
<b>Total Points assigned: 145</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 102 points.</i>			

## 2. Evaluation Criteria: A.2 ERP Functional Analyst – Absence Management (Level 3)

### a) Mandatory Requirements

The Mandatory (**M**) Requirements for *A.2 ERP Functional Analyst – Absence Management (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience as an ERP Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must demonstrate that its proposed resource has a minimum of two (2) years experience working as a functional analyst on PeopleSoft HCM Absence Management.		
M-4	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (**R**) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Leave (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or that it passed an Oracle/PeopleSoft equivalency test in the following courses: - PeopleTools I - PeopleTools II	1 point per course.  Maximum of 3 points.	

	<ul style="list-style-type: none"> <li>- PeopleSoft Query</li> <li>- PeopleSoft WorkFlow</li> </ul>		
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a PeopleSoft HCM environment.	<p>&lt;12 months = 0 points                      12-23 months = 1 point                      24-35 months = 2 points                      36-47 months = 3 points                      48+ months = 4 points</p>	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	<p>1 project = 1 point                      2 projects = 2 points                      3 projects = 3 points                      4+ projects = 4 points</p>	
R-5	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	<p>&lt;6 months = 0 points                      6-11 months = 2 points                      12-17 months = 4 points                      18+ months = 6 points</p>	
R-6	The bidder should demonstrate that its proposed resource has experience working on PeopleSoft GC HCM implementation or upgrade projects.	<p>1 project = 1 point                      2 projects = 2 points                      3 projects = 3 points                      4+ projects = 4 points</p>	
R-7	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading or maintaining PeopleSoft HCM Absence Management module.	<p>&lt;12 months = 0 points                      12-23 months = 2 points                      24-35 months = 4 points                      36+ months = 6 points</p>	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading or maintaining any of the following PeopleSoft modules: <ul style="list-style-type: none"> <li>- Administer Workforce</li> <li>- Profile Management</li> <li>- Performance Management</li> </ul>	<p>1 module = 2 points                      2 modules = 4 points                      3+ modules = 6 points</p>	

	<ul style="list-style-type: none"> <li>- eProfile</li> <li>- Competency Management</li> </ul>		
R-9	The bidder should demonstrate that its proposed resource has experience as a functional analyst documenting detailed design and configuration of the Absence Management module.	<p>&lt; 12 months = 0 points</p> <p>12-23 months = 2 points</p> <p>24+ months = 4 points</p>	
R-10	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<p>&lt;12 months = 0 points</p> <p>12-23 months = 2 points</p> <p>24+ months = 4 points</p>	
R-11	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<p>&lt; 12 months = 0 points</p> <p>12-23 months = 1 points</p> <p>24+ months = 2 points</p>	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<p>&lt;12 months = 0 points</p> <p>12-35 months = 1 point</p> <p>36-59 months = 2 points</p> <p>60 + months = 3 points</p>	
R-13	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<p>&lt;12 months = 0 points</p> <p>12-23months = 1 points</p> <p>24+ months = 2 points</p>	
R-14	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<p>&lt;12 months = 0 points</p> <p>12-23 months = 1 points</p> <p>24+ months = 2 points</p>	
R-15	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<p>&lt;12 months = 0 points</p> <p>12-35 months = 1 point</p> <p>36-59 months = 2 points</p> <p>60 + months = 3 points</p>	

R-16	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-17	The bidder should demonstrate that its proposed resource has experience with configuration and administration of PeopleSoft Workflow.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 61</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 43 points.</i>			

### 3. Evaluation Criteria: A.2 ERP Functional Analyst – Reporting (Level 2)

#### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Reporting (Level 2)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of five (5) years of experience within the last 10 years as a PeopleSoft HCM Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

#### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Reporting (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal post secondary education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: - PeopleTools I - PeopleTools II - PeopleSoft SQR - PeopleSoft Query	1 point per course.  Maximum of 3 points.	
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a functional	<12 months = 0 points 12-23 months = 1	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
	PeopleSoft HCM environment.	point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of six (6) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6 points	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining the Government of Canada PeopleSoft HCM version 8.9 or greater.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-8	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<12 months = 0 points 12-23 months = 3 points 24+ months = 6 points	
R-9	The bidder should demonstrate that its proposed resource has experience in planning or designing methods to ensure data synchronization between two separate ERP databases.	<12 months = 0 points 12-23 months = 2 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		24+ months = 4 points.	
R-10	The bidder should demonstrate that its proposed resource has experience in managing and conducting large scale data clean-up operations for implementation of PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 2 points 24+ months = 4 points	
R-11	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 2 point 36-59 months = 4 points 60 + months = 6 points	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 2 points 36+ months = 4 pts	
R-13	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 51</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 36 points.</i>			

#### 4. Evaluation Criteria: A.2 ERP Functional Analyst – Functional Advisor (Level 3)

##### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Functional Advisor (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that its proposed resource has a minimum of eight (8) years of experience within the last fifteen (15) years as a PeopleSoft HCM Functional Analyst.		
M-3	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-4	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

##### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Functional Advisor (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has Formal education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: <ul style="list-style-type: none"> <li>- Introduction to PS/HR/Benefits</li> <li>- PeopleTools I</li> <li>- PeopleTools II</li> <li>- PeopleSoft Query/Crystal Reporting</li> </ul>	1 point per course.  Maximum of 3 points.	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-3	The bidder should demonstrate that its proposed resource has experience leading a team of at least six (6) (excluding the candidate) IM professionals in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48-59 months = 4 points 60+ months = 5 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points	
R-5	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis, preparing and presenting recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-6	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6 points	
R-7	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining the Government of Canada PeopleSoft HCM version 8.9 or greater.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading or maintaining PeopleSoft Government of Canada Administer Workforce module.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		points 48-59 months = 4 points 60+ months = 5 points	
R-9	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HRMS.	<12 months = 0 points 12-23 months = 2 points 24+ months = 4 points	
R-10	The bidder should demonstrate that its proposed resource has experience in conducting fit/gap analysis against PeopleSoft HRMS 8.9 or greater.	1 project = 1 point 2 projects = 2 points 3+ projects = 3 points	
R-11	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-47 months = 1 point 48+ months = 2 pts	
R-13	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HRMS modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-14	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HRMS environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-15	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		60 + months = 3 points	
R-16	The bidder should demonstrate that its proposed resource has experience with configuration and administration of PeopleSoft Workflow.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 52</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 37 points.</i>			

## 5. Evaluation Criteria: A.2 ERP Functional Analyst – Classification (Level 2)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Classification (Level 2)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of five (5) years of experience within the last ten (10) years as a PeopleSoft HCM Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Classification (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal post secondary education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: <ul style="list-style-type: none"> <li>- Introduction to PS/HR/Benefits</li> <li>- Position Management</li> <li>- PeopleTools I</li> <li>- PeopleTools II</li> <li>- PeopleSoft SQR</li> <li>- PeopleSoft Query</li> </ul>	1 point per course.  Maximum of 3 points.	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	
R-5	The bidder should demonstrate that its proposed resource has experience as a business analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining the Government of Canada PeopleSoft HCM version 8.9 or greater.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-8	The bidder should demonstrate that its proposed resource has experience within the last five (5) years as a functional analyst implementing, upgrading or maintaining the following PeopleSoft Government of Canada modules: - Position Management - Administer Workforce - Recruitment	<12 months = 0 points 12-23 months = 2 points 24-35 months = 4 points 36+ months = 6 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-9	The bidder should demonstrate that its proposed resource has experience in conducting analysis required for and presenting PeopleSoft HCM/Position Management - Business Process Prototyping Sessions for HR clients of version 8.9 or higher.	1 project = 2 points 2+ projects = 4 points	
R-10	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36+ months = 3 points	
R-11	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-13	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-14	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-15	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points	

<b>R #</b>	<b>Rated Requirements</b>	<b>Scoring Scheme</b>	<b>Substantiating Detail Page No / Paragraph No</b>
		points 60 + months = 3 points	
R-16	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 52</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 37 points.</i>			

**6. Evaluation Criteria: A.2 ERP Functional Analyst – Generalist (Level 2) (bidders must complete both grids for this resource category)**

Please note that Bidders **MUST** submit 2 separate resources in their bid for the resource category of **A.2 Functional Analyst – Generalist (level 2)**, in order to be considered. These 2 resources will be awarded together on the same contract.

**a) Mandatory Requirements - Resource #1:**

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Generalist (Level 2)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of five (5) years of experience within the last ten (10) years as a PeopleSoft HCM Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

**b) Rated Requirements - Resource #1:**

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Generalist (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal post secondary education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: - Introduction to PS/HR/Benefits - Position Management	1 point per course.  Maximum of 3 points.	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
	<ul style="list-style-type: none"> <li>- PeopleTools I</li> <li>- PeopleTools II</li> <li>- PeopleSoft SQR</li> <li>- Query/Crystal Reports</li> </ul>		
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) in a PeopleSoft HCM environment.	<p>&lt;12 months = 0 points  12-23 months = 1 point  24-35 months = 2 points  36-47 months = 3 points  48+ months = 4 points</p>	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects . For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	<p>1 project = 1 point  2 projects = 2 points  3 projects = 3 points  4+ projects = 4 points</p>	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<p>&lt;6 months = 0 points  6-11 months = 2 points  12-17 months = 4 points  18+ months = 6 points</p>	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining PeopleSoft GC HRMS version 8.9 or greater.	<p>&lt;12 months = 0 points  12-35 months = 1 point  36-59 months = 2 points  60 + months = 3 points</p>	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	<p>1 project = 1 point  2+ projects = 2 points</p>	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading or maintaining PeopleSoft HCM Workforce Administration module.	<p>&lt;12 months = 0 points  12-23 months = 1 point</p>	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		24-35 months = 2 points 36+ months = 3 points	
R-9	The bidder should demonstrate that its proposed resource has experience within the last five (5) years as a functional analyst implementing, upgrading or maintaining the following PeopleSoft Government of Canada modules: - Position Management - Recruiting - Workforce Administration - Health and Safety	1 module = 2 points 2 modules = 4 points 3+ modules = 6 points	
R-10	The bidder should demonstrate that its proposed resource has experience in conducting analysis required for and presenting PeopleSoft HCM - Business Process Prototyping Sessions for HR clients of version 8.9 or higher.	1 project = 2 points 2+ projects = 4 points	
R-11	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<12 months = 0 points 12-23 months = 2 points 24+ months = 4 points	
R-12	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-13	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-14	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	

<b>R #</b>	<b>Rated Requirements</b>	<b>Scoring Scheme</b>	<b>Substantiating Detail Page No / Paragraph No</b>
R-15	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-16	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-17	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 56</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 40 points.</i>			

**a) Mandatory Requirements - Resource #2:**

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Generalist (Level 2)* are listed below:

<b>M #</b>	<b>Mandatory Requirements</b>	<b>Compliant / Non-Compliant</b>	<b>Substantiating Detail Page No / Paragraph No</b>
M-1	The bidder must demonstrate that its proposed resource has a minimum of five (5) years of experience within the last ten (10) years as a PeopleSoft HCM Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client		

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
	organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

**b) Rated Requirements - Resource #2:**

The Rated (**R**) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Generalist (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal post secondary education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: - Introduction to PS/HR/Benefits - Position Management - PeopleTools I - PeopleTools II - PeopleSoft SQR - Query/Crystal Reports	1 point per course.  Maximum of 3 points.	
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects . For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		points	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining PeopleSoft GC HRMS version 8.9 or greater.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading or maintaining PeopleSoft HCM Workforce Administration module.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36+ months = 3 points	
R-9	The bidder should demonstrate that its proposed resource has experience within the last five (5) years as a functional analyst implementing, upgrading or maintaining the following PeopleSoft Government of Canada modules: - Position Management - Recruiting - Workforce Administration - Health and Safety	1 module = 2 points 2 modules = 4 points 3+ modules = 6 points	
R-10	The bidder should demonstrate that its proposed resource has experience in conducting analysis required for and presenting PeopleSoft HCM - Business Process Prototyping Sessions for HR clients of version 8.9 or higher.	1 project = 2 points 2+ projects = 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-11	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<12 months = 0 points 12-23 months = 2 points 24+ months = 4 points	
R-12	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-13	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-14	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-15	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-16	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-17	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point	

<b>R #</b>	<b>Rated Requirements</b>	<b>Scoring Scheme</b>	<b>Substantiating Detail Page No / Paragraph No</b>
		36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 56</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of <b>40</b> points.</i>			

## 7. Evaluation Criteria: A.2 ERP Functional Analyst – GCPI (Level 3)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – GCPI (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience as an ERP Functional Analyst.		
M-2	The bidder must demonstrate that its proposed resource has a minimum of eight (8) years of experience within the last fifteen (15) years as a PeopleSoft HCM Functional Analyst.		
M-3	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-4	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – GCPI (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal post secondary education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: <ul style="list-style-type: none"> <li>- Introduction to PS/HR/Benefits</li> <li>- PeopleTools I</li> <li>- PeopleTools II</li> <li>- PeopleSoft SQR</li> </ul>	1 point per course.  Maximum of 3 points.	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working on My GC HR version 9.1 GCPI module.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on GCPI projects from analysis through to implementation upgrading or maintaining PeopleSoft GCPI.	1+ project = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-8	The bidder should demonstrate that its proposed resource has experience in conducting analysis required for and presenting PeopleSoft HCM/GCPI - Business Process Prototyping Sessions for HR clients of version 8.9 or higher.	1 project = 2 points 2+ projects = 4 points	
R-9	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and conducting data conversion from a legacy system to PeopleSoft HCM.	<12 months = 0 points 12+ months = 2 points	
R-10	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		point 24+ months = 2 points	
R-11	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-12	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-13	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-14	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-15	The bidder should demonstrate that its proposed resource has experience with configuration and administration of PeopleSoft Workflow.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-16	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		points 60 + months = 3 points	
<b>Total Points assigned: 48</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 34 points.</i>			

## 8. Evaluation Criteria: A.2 ERP Functional Analyst – Talent Management (Level 2)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Talent Management (Level 2)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of five (5) years of experience within the last ten (10) years as a PeopleSoft HCM Business Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Talent Management (Level 2)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has Formal education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: - Introduction to PS/HR/Benefits - PeopleTools I - PeopleTools II - PeopleSoft SQR - People Soft Query	1 point per course.  Maximum of 3 points.	
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a PeopleSoft	<12 months = 0 points 12-23 months = 1	

	HCM environment.	point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of twelve (12) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6	
R-6	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining PeopleSoft GC HRMS version 8.9 or greater.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing, upgrading, maintaining or training on any of the following PeopleSoft HCM modules: - Administer Workforce - Profile Management - Position Management - Competency Management - Enterprise Learning	1 module = 2 point 2 modules = 4 points 3+ modules = 6 points	
R-9	The bidder should demonstrate that its proposed resource has experience in conducting analysis required for and presenting PeopleSoft HCM - Business Process Prototyping Sessions for HR clients of version 8.9 or higher.	1 project = 2 points 2+ projects = 4 points	
R-10	The bidder should demonstrate that its proposed resource has experience in the last five (5) years planning and	<12 months = 0 points	

	conducting data conversion from a legacy system to PeopleSoft HCM.	12-23 months = 2 point 24+ months = 4 points	
R-11	The bidder should demonstrate that its proposed resource has experience in developing training documentation for end users.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-13	The bidder should demonstrate that its proposed resource has experience developing test plans and writing and executing test scripts for testing of PeopleSoft HCM modules.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-14	The bidder should demonstrate that its proposed resource has experience in conducting data quality analysis, identifying data quality issues and their underlying reasons and proposing solutions to remedy the problems in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-15	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-16	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 59</b>		<b>Total Points obtained:</b>	

<i>Note: To be deemed responsive, the resource must obtain minimum of 42 points.</i>	
--	--

## 9. Evaluation Criteria: A.2 ERP Functional Analyst – Conversion DQ/LEAD (Level 3)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *A.2 ERP Functional Analyst – Conversion DQ/LEAD (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience within the last fifteen (15) years as a PeopleSoft HCM Functional Analyst.		
M-2	The bidder's proposed resource must demonstrate a minimum of two (2) years of experience working on projects for PeopleSoft HCM version 9.0 or greater.		
M-3	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *A.2 ERP Functional Analyst – Conversion DQ/LEAD (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should provide proof that its proposed resource has formal education in Business or in an IM/IT related field from a recognized university or community college.	Diploma = 1 point Degree = 2 points  Maximum of 2 points.	
R-2	The bidder should provide proof that its proposed resource has successfully completed certified training from Oracle/PeopleSoft or a Certified Oracle/PeopleSoft Consulting Partner, or passed an Oracle/PeopleSoft equivalency test in the following courses: - PeopleTools I - PeopleTools II - PeopleSoft SQR - PeopleSoft Query	1 point per course.  Maximum of 3 points.	
R-3	The bidder should demonstrate that its proposed resource has experience leading and mentoring a team of at least two (2) (excluding the candidate) individuals in a PeopleSoft	<12 months = 0 points 12-23 months = 1	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
	HCM environment.	point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst responsible for data conversion on PeopleSoft HCM implementation projects. For project experience to qualify the resource must have been on the project for a minimum duration of six (6) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4+ projects = 4 points	
R-5	The bidder should demonstrate that its proposed resource has experience as a functional analyst working in a My GC HR version 9.1 project environment.	<6 months = 0 points 6-11 months = 2 points 12-17 months = 4 points 18+ months = 6	
R-6	The bidder should demonstrate that its proposed resource has experience in conducting functional analysis and making recommendations for implementation of PeopleSoft HCM version 9.1 or higher.	1 project = 1 point 2+ projects = 2 points	
R-7	The bidder should demonstrate that its proposed resource has experience in the last ten (10) years as a functional analyst implementing, upgrading or maintaining PeopleSoft GC HCM version 8.9 or greater	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
R-8	The bidder should demonstrate that its proposed resource has experience as a functional analyst implementing or maintaining PeopleSoft GC HCM version 8.9 Pay Interface Reconciliation process.	1 project = 1 point 2 projects = 2 points 3+ projects = 3 points	
R-9	The bidder should demonstrate that its proposed resource has experience in planning and designing methods to ensure data synchronization between two separate ERP databases.	<12 months = 0 points 12-23 months = 2 point 24+ months = 4 points	

<b>R #</b>	<b>Rated Requirements</b>	<b>Scoring Scheme</b>	<b>Substantiating Detail Page No / Paragraph No</b>
R-10	The bidder should demonstrate that its proposed resource has experience in managing and conducting large scale data clean-up operations in a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 2 points 24+ months = 4 points	
R-11	The bidder should demonstrate that its proposed resource has experience in analyzing, designing and implementing reporting functionality within a PeopleSoft HCM environment.	<12 months = 0 points 12-23 months = 1 point 24+ months = 2 points	
R-12	The bidder should demonstrate that its proposed resource has experience in using PeopleTools Application Designer.	<12 months = 0 points 12-35 months = 1 point 36+ months = 2 pts	
R-13	The bidder should demonstrate that its proposed resource has experience writing and executing SQL scripts on an Oracle database.	<12 months = 0 points 12-35 months = 1 point 36-59 months = 2 points 60 + months = 3 points	
<b>Total Points assigned: 42</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 30 points.</i>			

## 10. Evaluation Criteria for P.5 Project Executive (Level 3)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *P.5 Project Executive (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience within the last fifteen (15) years as a PeopleSoft Project Executive.		
M-2	The bidder must demonstrate that its proposed resource has a minimum of eight (8) years of experience within the last fifteen (15) years as a principal/chief Project Manager for ERP directed projects over the complete project lifecycle, including project definition and approach, planning, analysis, design, development, testing, data conversion, and documentation.		
M-3	The bidder must demonstrate that its proposed resource has a minimum of one (1) year of experience configuring PeopleSoft HCM.		
M-4	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last ten (10) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *P.5 Project Executive (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should demonstrate that its proposed resource has experience as a Project Manager on Government of Canada PeopleSoft payroll interface projects.	<6 months = 0 points 6-11 months = 1 point 12-17 months = 2 points 18-23 months = 3 points 24+ months = 4 points	
R-2	The bidder should demonstrate that its proposed resource has experience with implementation projects involving	1 project = 1 point 2 projects = 2 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
	business process reengineering to HR best business practices using PeopleSoft HCM as the enabler.	3+ projects = 3 points	
R-3	The bidder should demonstrate that its proposed resource has experience with PeopleSoft GC HCM in a development or operational environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-4	The bidder should demonstrate that its proposed resource has experience working with government or industry pay interface projects.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48-59 months = 4 points 60+ months = 5 points	
R-5	The bidder should demonstrate that its proposed resource has experience transferring knowledge to technical and functional team members.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points	
R-6	The bidder should demonstrate that its proposed resource has experience working with Risk Management processes.	<24 months = 0 points 24-47 months = 1 points 48-71 months = 2 points 72+ months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience structuring, developing and delivering presentations to senior management.	<24 months = 0 points 24-47 months = 1 points 48-71 months = 2 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		72-95 months = 3 points 96-119 months = 4 points 120+ months = 5 points	
R-8	The bidder should demonstrate that its proposed resource has experience in developing and maintaining a detailed schedule of planned activities, resource assignments, start and end dates, durations, and percentage completion values.	<36 months = 0 points 36-71 months = 1 points 72-107 months = 2 points 108-143 months = 3 points 144-179 months = 4 points 180+ months = 5 points	
R-9	The bidder should demonstrate that its proposed resource has experience in managing technical roll-out activities for PeopleSoft implementation or upgrade projects.	1 project = 0 points 2 projects = 1 points 3-5 projects = 3 points 6+ projects = 6 points	
R-10	The bidder should demonstrate that its proposed resource has experience managing PeopleSoft HCM projects within the Government of Canada.	<36 months = 0 points 36-71 months = 1 points 72+ months = 2 points	
R-11	The bidder should demonstrate that its proposed resource has experience working collaboratively with other government departments, agencies or crown corporations to plan development or implementation of a Government of Canada ERP Standard.	1 project = 2 points 2+ projects = 4 points	
<b>Total Points assigned: 46</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 33 points.</i>			

## 11. Evaluation Criteria for P.9 Project Manager – ERP PeopleSoft (Level 3)

### a) Mandatory Requirements

The Mandatory (M) Requirements for *P.9 Project Manager – ERP PeopleSoft (Level 3)* are listed below:

M #	Mandatory Requirements	Compliant / Non-Compliant	Substantiating Detail Page No / Paragraph No
M-1	The bidder must demonstrate that its proposed resource has a minimum of ten (10) years of experience within the last fifteen (15) years as a PeopleSoft Project Manager.		
M-2	The bidder must provide a minimum of three (3) of their most recent client references from three (3) separate client organizations that support the proposed resource's demonstrated experience over the last fifteen (15) years.		

### b) Rated Requirements

The Rated (R) Requirements and scoring scheme for *P.9 Project Manager – ERP PeopleSoft (Level 3)* are listed below:

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-1	The bidder should demonstrate that its proposed resource has experience, within the last fifteen (15) years, as a Project Manager for ERP directed projects over the complete project lifecycle, including project definition and approach, planning, analysis, design, development, testing, data conversion, and documentation. For project experience to qualify, the resource must have been on the project for a minimum of six (6) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points	
R-2	The bidder should demonstrate that its proposed resource has experience as a Project Manager on Government of Canada PeopleSoft payroll interface projects.	<6 months = 0 points 6-11 months = 1 point 12-17 months = 2 points 18-23 months = 3 points 24+ months = 4 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
R-3	The bidder should demonstrate that its proposed resource has experience with implementation projects involving business process reengineering to HR best business practices using PeopleSoft HCM as the enabler.	1 project = 1 point 2 projects = 2 points 3+ projects = 3 points	
R-4	The bidder should demonstrate that its proposed resource has experience transferring knowledge to technical and functional team members.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points	
R-5	The bidder should demonstrate that its proposed resource has experience with PeopleSoft GC HCM in a development or operational environment.	<12 months = 0 points 12-23 months = 1 point 24-35 months = 2 points 36-47 months = 3 points 48+ months = 4 points	
R-6	The bidder should demonstrate that its proposed resource has experience working with Risk Management processes.	<24 months = 0 points 24-47 months = 1 point 48-71 months = 2 points 72+ months = 3 points	
R-7	The bidder should demonstrate that its proposed resource has experience in structuring, developing and delivering strategic presentations and recommendations to senior management. For project experience to qualify, the resource must have been on the project for a minimum of six (6) months.	1 project = 1 point 2 projects = 2 points 3 projects = 3 points 4 projects = 4 points 5+ projects = 5 points	
R-8	The bidder should demonstrate that its proposed resource has experience in developing and maintaining a detailed schedule of planned activities, resource assignments, start and end dates, durations, and percentage completion values.	<36 months = 0 points 36-71 months = 1 points 72-107 months = 2 points 108-143 months = 3 points	

R #	Rated Requirements	Scoring Scheme	Substantiating Detail Page No / Paragraph No
		144-179 months = 4 points 180+ months = 5 points	
R-9	The bidder should demonstrate that its proposed resource has experience in managing roll-out activities for PeopleSoft implementation or upgrade projects. For project experience to qualify, the resource must have been on the project for a minimum of six (6) months.	1 project = 0 points 2 projects = 1 points 3-5 projects = 3 points 6+ projects = 6 points	
R-10	The bidder should demonstrate that its proposed resource has experience managing PeopleSoft HCM projects within the Government of Canada.	<36 months = 0 points 36-71 months = 1 points 72+ months = 2 points	
R-11	The bidder should demonstrate that its proposed resource has experience working collaboratively with other government departments, agencies or crown corporations to plan development or implementation of a Government of Canada ERP Standard.	1 project = 2 points 2+ projects = 4 points	
<b>Total Points assigned: 46</b>		<b>Total Points obtained:</b>	
<i>Note: To be deemed responsive, the resource must obtain minimum of 33 points.</i>			